

**Derry City and Strange District Peace IV Partnership Board – 12th May 2020**

**Minutes of Meeting**

**Meeting Date:** Tuesday 12th May 2020

**Time:** 10.00am – 11.20am

**Venue:**  Webex online

**1. Meeting Opening**

**1.1 Welcome & Apologies**:

**Attendees:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sue Divin | DCSDC | Maureen Hetherington | The Junction |
| Jennifer Coyle | DCSDC | Chief Ins Rosie Thompson | PSNI |
| Fiona Lafferty | DCSDC | Derek Moore | LBF |
| MaryClaire Kerlin | DCSDC | Agnieszka Luczak | Polish Abroad |
| Ald Hilary McClintock | DUP | Margaret McLaughlin | Dennett |
| Cllr Martin Reilly | SDLP | Wendy Gibbons | OWNRP |
| Cllr Sandra Duffy | Sinn Féin | Catherine Cooke | FWIN |
| Cllr Philip McKinney | ALL | Elizabeth Campbell | WHSCT, |
| Cllr Rachel Ferguson | ALL | Cllr Christopher Jackson | Sinn Fein |

**1.1 Apologies/ Welcomes:**

Kathleen McCaul NWRC, Cllr Shaun Harkin PBP, Cllr Brian Tierney SDLP, DUP, Paul Gallagher TU, Ald Ryan McCready DUP, Anne Mc Taggart Youth Action NI, Gillian Moss NWRC, Cllr Ruairí McHugh Sinn Féin, Alison Wallace WNP, Willie Lamrock YMCA, Kevin O’Connor DCSDC, Teresa Stewart Strabane A.Y.E, Cllr Eamon McCann PBP, Dairine McGarrigle DFC, Gerry Deeney NIHE, Cara Hunter SDLP, Stephen Quigley 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)

**1.3 Minutes**

The minutes of the 9th April 2020 previous Board Meeting were held to be an accurate record.

**Proposed**: Rachel Ferguson **Seconded**: Hilary McClintock

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

**2.1 PIV Team April/May/Covid19 work**

* Sue confirmed that our key message to projects is that we are open for business.
* Sue explained that the team is very busy whilst currently operating with ¾ staff. Sue noted that we have also been impacted with the handover of statistics role now that Hugh McNickle has left council. Sue added that it is unlikely that this post will be replaced in the near future.
* Sue highlighted that the team met up weekly through zoom and prioritise work areas. In principle we prioritise anything directly leading to payments to groups and payments back from SEUPB to include claims, audits, eMS financial and reporting work to keep cashflow to groups and council.
* Sue made the group aware that Council now has authorisation to make business decisions online.

**Action:** For a PEACE IV paper to be presented to the Business and Culture Committee to include the need for the council statistician.

* Sue advised on the key aspects of work by team details below in the table:

|  |  |
| --- | --- |
| Projects: Emails with groups | Still issuing emails to groups to encourage them to connect in with us. Key focus has been on furlough information, requests to change/digitise aspects of projects/ closing down projects/ claims & payments. A steady flow of emails coming in from groups. |
| Projects: Processing new claims | There is a reasonable flow of new claims coming in from groups for processing which is encouraging. |
| Projects: Quarterly Progress Report | Some projects submitted these. Still many missing/overdue. |
| Projects: Closing down successfully completed projects | Key focus with about 10 groups. Time intensive during April but has proved successful. |
| Projects: ongoing work during covid | Focus is on encouraging groups to think creatively about delivery of their contracts. Short form designed for those requesting claims. Around 10 projects have already submitted requests and after initial delay, most of these are now approved rapidly by SEUPB. Some projects quicker off the mark than others. Some need to start thinking on this now. |
| Reporting: Pp reports (EMS SEUPB) | All complete for claim 16 submission. |
| Reporting: LP Reports (EMS SEUPB) | All as up to date as possible pending FLC’s from SEUPB. |
| Eval & Monit – new inputs from projects | Significant inputs from those projects moving to close down during April. Ongoing area of work we are encouraging. |
| Eval & Monit – final comparative reports | Hugh ran around 8 reports before leaving post. We no longer have this function and won’t have it until post is filled. |
| Eval & Monit – most other requirements | Access to the system is now only operational at basic level until the statistician post is filled. |

* 1. **Finances Update (Jennifer)**

Jennifer advised that progress has been made on payments and the process towards payments/Audits detailed in table below. Jennifer explained that claim 16 in due in this Friday which includes payments for Jan – Mar 2020 totaling 522k which is near our original forecasted target for this quarter.

|  |  |  |  |
| --- | --- | --- | --- |
| Claim | Money Owed | Submission date: | Audit update: |
| Claim 11 (Oct-Dec 2018) | Paid | 1st Feb 2019 | Paid |
| Claim 12 (Jan – Mar 2019) | Paid | 28th June 2019 | £222,665.67 Paid. |
| Claim 13 (Apr – Jun 2019) | Partially paid.  £116,752.08 | 7th August 2019 | £592,013.98 Paid for BPR & SSS  C&YP awaiting FLC. LP report ready to submit. |
| Claim 14 (July – Sept 19) | Partially paid.  £138,189.25 | End Oct 19 | CYP waiting FLC. Audit sample submitted.  SSS Paid.  BPR Paid. |
| Claim 15 (Oct – Dec 19) | £566,031.62 | End Jan 2020. | CYP £102,715.65 not sampled.  SSS £89,474.55 Audit sample submitted.  BPR £373,841.44 Audit sampled |
| OVERDUE: £820,972.95 | | | |
| Claim 16 (Jan – Mar 20) | £522,189.37 | Mid-May 2020 | Finances and reporting ready for submission. |

**Recommendation:** Board can review and comment if wished.

**Decision:** Board confirmed that they are happy with progress on the finances but noted that they will keep reviewing.

Jennifer talked through the year end financial claim detail below for 2019/2020 claims totals £2.3m detail in the table below.



**3. Update on Operational Steering group Chair Cllr Martin Reilly**

**3.1 Workplan 1: Project Mobilisation/Management (Sue)**

**Statistics Update:** Sue explained that she has been working with Hugh to complete a system handover and added which was functionality only at basic level. Sue stated that successfully completed projects will now have to be able to closedown without access to comparative reports. Sue asked the Board to approve this change to our procedures. Sue Highlighted that no information however is lost – all accessible when post is replaced.

Sue advised on the critical issue for Board awareness and response – replacement of the statistician post is ESSENTIAL to PEACE IV Evaluation and monitoring system. Sue highlighted that DCSDC needs to see the post as non-discretionary. Sue made the Board aware that the PEACE IV budget could find an apportioned contribution to the post from our 15% Overheads SEUPB income if needed and noted the issue has been raised at SLT in council.

Catherine asked if we could employ an external statistician and Sue explained that we couldn’t do this imminently as it would be expensive and at present still holds the post for a NISRA employee. Longer term it would have to be a ‘Plan B’ the board would consider but there would be financial implications on the programme.

**Start and End surveys:** Sue confirmed that significant effort from some projects to move to complete these. The PIV Team have managed to keep ipad system functional with effort.

**SEUPB Additional end surveys:** Sue advised that the business case for exemption successful. DCSDC doesn’t have to complete the additional surveys.

**Recommendation:** Board may wish to comment on the need for DCSDC to retain core function of statistician.

**Decision:** Board approved the need for DCSDC to retain core function of Statistician.

**Recommendation:** That Board approves on an ongoing basis, the closure of successfully completed projects without the production of the final comparative report at this time. Comparative reports would be added once/if statistician service is restored within DCSDC.

**Decision:** The Board approves the closure of successfully completed projects without the production of the final comparative report at this time.

**FAQ SEUPB Document:** Sue explained thatthis document has been issued to Board with agenda and added that SEUPB haven’t directly answered many questions. Sue verbally summarised the document noting that projects should try to adapt to delivery under the ‘new normal’. Words like ‘mitigation measures’, ‘alternative means’ and ‘adapting delivery’ are repeated. Sue advised that it is highlighted if any changes in methodology or timescale should be approved on a case by case basis.

Sue advised that anything that requires changes to a Letter of Offer will require a higher level of authority and changes to anything set by the EU not currently possible. There is also no additional budget for any changes.

Sue highlighted that SEUPB are reviewing requests for changes/flexibility to contracted outputs. Sue confirmed that SEUPB are also aware that for some projects, furlough is a reality. Emergency payments for Lead partners is possible which DCSDC haven’t requested at present – our focus at present is on payment by SEUPB of monies owed to us asap for our claims submitted to date.

**Communication with SEUPB:** Sue made the group aware that our SEUPB Case Officer Garret McGinty is in regular contact. Sue said comparatively, it would appear DCSDC PIV is functioning well. There is an option from SEUPB to request an emergency payment, but at the moment PIV Team are not recommending that to the board as it is easier just to get SEUPB to pay on the backlog of finances they still owe.

**Finances:** As explained above in detail. SEUPB have requested updated Financial Forecasting for the programme. PIV Manager has stated that this is impossible at this time and has suggested July as a more appropriate timescale. PIV manager’s forum will be discussing this as a number of managers have raised concerns.

**Recommendation:** That Board comment on its view on the appropriate timescale that financial forecasting could be realistically completed so that PIV Team have a clear direction on this.

**Decision:** The Board agreed that the forecasting for the entire PIV programme at this time is to difficult to predict with the Covid 19 situation continuously changing and government timetables not yet published.

**New systems in place:**

* Sue explained that we have a new form for projects requesting changes (eg. Digital delivery, end dates, staffing) complete a form DCSDC designed and PIV team submit to SEUPB for approval. Digital delivery is in principle approved but each project must present specific detail. Cross-community contact hours must be evidenced. Some relevance to original contract must be evident.
* Sue added for audit purposes, any project with staff on furlough submit the letter to us to hold on file.

**Communication across councils:** Sue made the group aware that the PEACE IV Managers will meet via zoom this week on 14th May with Belfast hosting.

**Recommendation:** Board to consider Management information and comment.

**Decision:** Board approved the new Management information systems.

**3.4 Workplan 2: Communications (Sue)**

**Covid Communications with projects:** Sue advised that we are sustaining communication to groups with the ‘open for business’ message. General email issued about once per week with key messages/info.

**E-newsletter:** Sue confirmed Aprils E newsletter has been issued and noted that May still to issue – but not high priority.

**Video:** Sue explained that the PIV video has moved to edit stage with completion due June 2020.

**Networking**: Sue made the group aware that we are having an online networking meeting on 27th May 20202. ‘The Art of the Possible’ to inspire groups to think creatively about delivery under Covid and hear options/advice.

**Magazine:** The magazine is now completed and was issued electronically April 2020 Sue highlighted that the hard copy print is on hold.

**SEUPB:** Sue advised that SEUPB have included us in the ‘Your EU’ magazine to be issued this summer and used some of our magazine content to upload as case studies/good practice examples on their website.

**Recommendation:** Board to consider the communications information and comment. Any views or suggestions on the potential online networking meeting?

**Decision:** Board approved the communications information and networking meeting.

**4. Update from Children and Young People Steering Group Chair Margaret McLaughlin**

**4.1 Key issues (Sue/Mary Claire):**

Sue explained that the table below shows the project change requests for CYP. Sue confirmed that 5 of the changes have been approved and noted that we are still waiting for a response on the CYP officer’s salary from SEUPB. Sue advised that SEUPB have been flexible when considering these new approaches.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Theme | Project | Delivery Agent | Contract Type | Key Changes | Approval by SEUPB |
| C&YP | C&YP PEACE IV Officer Extension Request | DCSDC C&YP Team | SLA | Post technically ended March 2020. Council Community Services extended to June 2020. Request to extend salary to March 2021. £20,000 from Marginalised Youth (Wellbeing)  £7,000 from Youth Leadership and Citizenship. Moneys move on eMS from programmes (finale event and marketing) to salary. | Pending.  Requires higher authority |
| C&YP | Let’s Talk Health and Wellbeing. Youth Participation & Democracy | Kinship Care | Tender (sub-contract off SLA) | Going digital. Confidence & Mindfulness online activities with existing participants. Various platforms. | Yes |
| C&YP | Let’s Talk Gender Identity. Youth Participation & Democracy | Rainbow Project | Tender (sub-contract off SLA) | Going digital for remainder of project (or until restrictions lift) with a structured approved programme via zoom. | Yes |
| C&YP | Youth Leadership | HURT | Tender (sub-contract off SLA) | Going digital for remainder of project. Online GR & Diversity course with 10 participants. Will do some face to face work at end if restrictions lift. | Yes |
| C&YP | Health & Wellbeing (Marginalized Youth):  Emotional Health and Wellbeing | Kinship care | Tender (sub-contract off SLA) | Going digital with 14 hours of activity/ packs to get Cohorts 2 & 3 completed and over 26 hours | Yes |
| C&YP | Pathways to Entrepreneurship | Enterprise North West | Tender (sub-contract off SLA) | Delaying delivery. Extending timescale to complete by March 2020. | Yes |

**Recommendation:** Board to comment if wished and to ratify changes to project delivery.

**Decision:** Board approved the change requests for the CYP projects.

**4.2 Project Officer Update: (Mary Claire & PIV Team):**

Sue confirmed that there is no traffic lights at this months meeting. Mary Claire provided the group with an update on the CYP projects highlighting that they are all progressing well. Maryclaire advised that claims are coming in as normal and work has been completed on closing down a number of projects.

MaryClaire advised that the Pilot youth zone project is having significant problems due to Covid impact as a number of their participants will be leaving to attend university in September 2020. This leaves them in a ‘Catch 22’ situation as they will have lost their first batch of recruits and will have to start from scratch in September. They have now started recruiting new participants for a second cohort.

**5. Update from Shared Spaces and Services Steering Group Chair Cllr C. Jackson**

**5.1 Key issues (Sue/Mary Claire):**

Sue advised that below is the change request for SEUPB for the SSS theme and confirmed that this has been approved.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Theme | Project | Delivery Agent | Contract Type | Key Changes | Approval by SEUPB |
| SS&S | Peace Tourism | DCSDC | SLA | Request for digital contact hours for Tour and Venue Guide Training to be permitted. | Yes |

**Recommendation:** Board to comment if wished and to ratify changes to project delivery.

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

**5.2 Project Officer Update: (Mary Claire & PIV Team):**

Sue advised that there are no traffic lights at this month’s meeting. Mary Claire provided an update on the projects highlighting that they are progressing well. Mary Claire explained that claims are still being submitted.

Projects moving well to completion under SSS: Castlederg Shared Space (non-capital), Shared Space Bonds St/Triangle/Shepherds Glen, Interface BBI, Bonfires & Alternatives. MaryClaire explained that the Castlederg project is now hoping to go ahead on June 2021 because it is important to get it started as the project can not be completed in the winter months.

MaryClaire highlighted that 2 projects with direct/indirect staff are on furlough see detail in table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Theme | Name of project | Organisation & Staff member | Delivery Mechanism (e.g SLA, Small Grant, Tender) | Name of staff member furloughed |
| SS&S | Common Ground (Interface Investment Project) | St.Columb’s Park House | Tender | Becca Bor |
| SS&S | Walled Garden Project (Programming element) | St.Columb’s Park House | SLA (and then sub-tender) | Grainne O’Neill |

**Recommendation:** Board to consider and give any comments.

**Decision:** Board noted the Furlough of staff under the SSS theme.

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

**6.1 Key issues (Sue/Mary Claire):**

Sue advised that below is the change request for SEUPB for the BPR theme and confirmed that 5 have been approved. Londonderry Bands Forum being added to the list by verbal update. The Riverine project request is still pending.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Theme | Project | Delivery Agent | Contract Type | Key Changes | Approval by SEUPB |
| BPR | Decade of Commemorations | Nerve Centre | Tender | Using slack as platform to move project to digital for final cohorts of new participants. Include a request for contact hours reduction (if restrictions remain) with rationale for this. | Yes |
| BPR | Marginalised Young Adults ‘The Beacon Project’ | Youth Action NI | Tender | Going digital with existing participants to complete final elements of project. | Yes |
| BPR | ‘Proud to Be’ | Playhouse (NW Play Resource Centre) | Small Grant | Going digital with entire project. Workshops, script devpt, performance etc. Some budget changes within reasonable parameters. | Yes |
| BPR | Riverine | DCSDC | SLA | Request pending – will present verbally. | Not yet sent. |
| BPR | PUL Inclusion project | Londonderry Bands Forum | Small Grant | Request to extend contract end date by 3 months to Oct 2020. Worker is currently furloughed. | Yes |

**Recommendation:** Board to comment if wished and to ratify changes to project delivery.

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

**6.2 Project Officer Update: (Mary Claire & PIV Team):**

Sue confirmed that there are no traffic lights at this month’s meeting. Mary Claire provided an update on the BPR theme projects noting that they are progressing well. Mary Claire advised that claims are being submitted as usual for projects. Projects moving well to completion under BPR: CultureFuse, Cross-Cultural Sustainability, JustUs (Train the Trainers), Minority Inclusion – cross-cultural pairing RAPID, Valued Voices, REACH Across.

Mary Claire made the group aware that the she is in the process of closing down a number of projects to include Valued Voices/Patriarchy tendered projects and Clooney/Churchtown Small grant projects.

Mary Claire explained that the following projects have direct/indirect staff on furlough:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Theme | Name of project | Organisation & Staff member | Delivery Mechanism (e.g SLA, Small Grant, Tender) | Name of staff member furloughed |
| BPR | PUL Engagement Programme | Londonderry Bands Forum | Small Grant | Brian Dougherty |
| BPR | Rural Tales and Trails | RAPID | Small Grant | Kenny McFarland |
| BPR | CultureFuse | An Cultúrlann | Tender | Lisa Anderson |
| BPR | Cross-Cultural Sustainability | An Cultúrlann | Tender | Catherine Pollock |
| BPR | Decade of Commemorations | The Nerve Centre | Tender | John Kelly (Community Engagement Officer F/T) |

**Recommendation:** Board to consider and give any comments.

**Decision:** Broad approved the BPR furlough staff.

**7. Meeting Closing**

**7.1 Any Other Business**

**7.2 Review of Actions**

**Action:** For a PEACE IV paper to be presented to the Business and Culture Committee to include the need for the council statistician.

**Recommendation:** Board can review and comment if wished.

**Decision:** Board confirmed that they are happy with progress on the finances but noted that they will keep reviewing.

**Recommendation:** Board may wish to comment on the need for DCSDC to retain core function of statistician.

**Decision:** Board approved the need for DCSDC to retain core function of Statistician.

**Recommendation:** That Board approves on an ongoing basis, the closure of successfully completed projects without the production of the final comparative report at this time. Comparative reports would be added once/if statistician service is restored within DCSDC.

**Decision:** The Board approves the closure of successfully completed projects without the production of the final comparative report at this time.

**Recommendation:** That Board comment on its view on the appropriate timescale that financial forecasting could be realistically completed so that PIV Team have a clear direction on this.

**Decision:** The Board agreed that the forecasting for the entire PIV programme at this time is to difficult to predict with the Covid 19 situation continuously changing.

**Recommendation:** Board to consider Management information and comment.

**Decision:** Board approved the new Management information systems.

**Recommendation:** Board to consider the communications information and comment. Any views or suggestions on the potential online networking meeting?

**Decision:** Board approved the communications information and networking meeting.

**Recommendation:** Board to comment if wished and to ratify changes to project delivery.

**Decision:** Board approved the change requests for the CYP projects.

**Recommendation:** Board to comment if wished and to ratify changes to project delivery.

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

**Recommendation:** Board to consider and give any comments.

**Decision:** Board noted the Furlough of staff under the SSS theme.

**Recommendation:** Board to comment if wished and to ratify changes to project delivery.

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

**Recommendation:** Board to consider and give any comments.

**Decision:** Broad approved the BPR furlough staff.

**7.3 Date of Next Meeting** Tuesday 9th June 2020 online Webex.

Meeting concluded at 11.20am.