



**Prosperous Communities  
Committee**

**Tuesday 13 July**

**Subject: To Establish a Jubilee Event Planning Member Group**

Report by:	Assistant Director of People and Democratic Services
Contact Officer:	Trudi Hayes Democratic & Civic Officer Trudi.Hayes@west-lindsey.gov.uk
Purpose / Summary:	To agree that a Member planning group, supported by Officers from across the Council, be established to oversee the preparations for the Queen's Platinum Jubilee in 2022.

**RECOMMENDATION(S):**

- (a) That Members agree to establish a Jubilee Event Planning Member Group;**
- (b) That the terms of reference as set out at Appendix A be approved; and**
- (c) In addition to the Chairman and Vice-Chairman of Council, 5 Members be appointed to serve on the Jubilee Event Planning Member Group.**

## IMPLICATIONS

### **Legal:**

**(N.B.) Where there are legal implications the report MUST be seen by the MO**

### **Financial : FIN/23/22/A/SL**

This report just seeks agreement to the delivery route.

There is some budget provision within the Civic Team.

The Communities' manager is looking at possible changes/options to our Community Grants in order to support communities with Jubilee events and projects.

Any projects identified, and subsequent costs and proposals for funding, will be subject to committee sign offs as appropriate.

**(N.B.) All committee reports MUST have a Fin Ref**

### **Staffing :**

Will require resource from across a number of teams. Teams currently identified as possibilities are the Communities Team, Trinity Arts, Visitor Economy Team, Communications Team, and Civic Team.

**(N.B.) Where there are staffing implications the report MUST have a HR Ref**

### **Equality and Diversity including Human Rights :**

*NB: Please explain how you have considered the policy's impact on different groups (for example: young people, elderly, ethnic minorities, LGBT community, rural residents, disabled, others).*

### **Data Protection Implications :**

### **Climate Related Risks and Opportunities:**

**None arising from this report , but individual projects may have climate related opportunities**

### **Section 17 Crime and Disorder Considerations:**

**Health Implications:**

**None arising from this report , but individual projects could be designed to health related benefits**

**Title and Location of any Background Papers used in the preparation of this report :**

Wherever possible please provide a hyperlink to the background paper/s  
If a document is confidential and not for public viewing it should not be listed.

**Risk Assessment :**

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

**No**

**x**

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

**No**

**x**

## 1 Introduction

- 1.1 Preparations are under way around the country to celebrate the Queen's Platinum Jubilee in 2022. The actual date is 6 February but many celebrations will take place around the special bank holiday weekend from Friday 3 to Monday 6 June 2022.
- 1.2 It is recognised that the Platinum Jubilee is of national, international and historical significance and, as such, preparing for celebrations should be considered an authority-wide programme.
- 1.3 It is also recognised that Members will wish to engage, influence and shape Jubilee celebrations, and given that possible activities will cut across a number of teams, it is suggested that **a Member Planning Group, supported by Officers from across the Council, be established to oversee the preparations for the Queen's Platinum Jubilee in 2022.**
- 1.4 This approach will facilitate engagement, cohesion and co-ordination. It will enable clear activities to be identified, resourced and delivered, and ensure a programme of events is established and agreed in a timely manner to ensure delivery.

## 2. The Planning Group

- 2.1 The high-level role of the Planning Member Group will be:
  - To develop and formulate a co-ordinated programme of events which will generate community engagement and deliver against corporate objectives.
  - To develop a resourcing plan for this programme of events, including staff resource, communication plans, timelines and budgets.
- 2.2 The Planning Group will have no decision making powers or associated budget and will be required to have any action plans approved by the Prosperous Communities Committee and the Corporate Policy and Resources Committee if funding is required.
- 2.3 Draft Terms of Reference for the Group and suggested make-up are attached at Appendix A.

## 3. Potential Initiatives and Ethos of Projects

- 3.1 As detailed above, whilst it will be for the Planning Group to work up a programme of activities, the draft Terms of Reference seek to ensure any programme of events will allow all stakeholders within the District to

get involved with projects throughout late 2021 and into 2022 culminating on the bank holiday weekend.

- 3.2 Projects should be aligned to Corporate Plan objectives wherever possible and it is hoped some activities developed will result in a lasting memorial/ memorials of such an historical event.
- 3.3 It is not necessarily for the District Council to “host” all such events but to have a leading role in engaging communities and enabling them to hold local events to see district-wide celebrations whether that be schools, business, or private residents.
- 3.4 Whilst the Public Holiday marking the Jubilee is not until June 2022, as previously referenced the Jubilee day itself is 6 February.
- 3.5 One national initiative being supported and prompted by Her Majesty The Queen herself, and the Prince of Wales, in the run up to the Jubilee is ‘The Queen’s Green Canopy’. This is a UK-wide tree planting initiative created to mark the Jubilee and invites people to ‘Plant a Tree for the Jubilee’ (<https://queensgreencanopy.org.uk>). This would not only provide a way to engage a number of stakeholders of all ages, across all parts of the district, it would also support the Authority’s stance regarding sustainability and climate change.
- 3.6 Tree planting season is between October and March and therefore should the Authority wish to look at ways it could engage in this national campaign, this does make some of this work time sensitive.

#### **4. Proposed Time Line**

- Prosperous Communities Committee agree to establish Planning Group – July 2021.
- Working Group meets throughout the summer and works up ideas around promotion of and engagement in the Queens National Campaign and any other early start ideas (July – August 2021)
- These elements to be signed off by Prosperous Communities Committee at the September meeting and any associated activity, promotion etc commences (September 2021)
- Working Group meets throughout the autumn and final programme of activities agreed by November/December 2021, with an additional report to the Corporate Policy & Resources Committee should additional funding be required (September – December 2021)
- Working Group continues to meet through early 2022, as needed, for continuation of event preparation, especially in view of plans for the extended public holiday weekend in June 2022 (January – June 2022)

- Feedback report / impact report July 2022