

Agenda Item No: 9

Report To: Cabinet

Date of Meeting: 30 September 2021

Report Title: Queen's Platinum Jubilee & Albacore Event Programme 2022

Report Author & Job Title: Sarah Barber, Tourism and Heritage Manager and Donna Sowerby, Civic Engagement Officer

Portfolio Holder Cllr. Matthew Forest
Portfolio Holder for: Culture, Tourism & Leisure



Summary:

Ashford Borough Council is proposing to mark a number of significant national and local anniversaries next year including the Queen's Platinum Jubilee which will be nationally celebrated from Thursday 2 – Sunday 5 June, and Warship Week when towns across Britain raised funds for warships during the 2nd World War –with Ashford raising funds for the building of HMS Albacore. This coincides with the 80th anniversary of the Ashford Sea Cadets.

This report sets out plans to celebrate these anniversaries with a local community participation project alongside the beacon lighting for the Queen's Platinum Jubilee, and themed planting in Memorial Gardens including a HMS Albacore carpet badge as well as other events to mark the Ashford Sea Cadet anniversary.

Key Decision: Yes

Significantly Affected Wards: All

Recommendations: **The Cabinet is recommended to:-**

- I. To agree the proposed programme of events and a budget of £55,000 from reserves to celebrate the Queen's Platinum Jubilee, the 80th anniversary of HMS Albacore and the Ashford Sea Cadets in 2022;**
- II. Delegate the Head of Culture, Tourism and Leisure and the Solicitor to the Council and Monitoring Officer to put in place all arrangements, in consultation with the Portfolio Holder for Culture, Tourism and Leisure and the forthcoming Mayor for May 2022.**

Policy Overview:	The programme demonstrates the Council's commitment to celebrating its history and heritage as referenced in the Council's Heritage Strategy, October 2017. It also supports the aspirations of The Ashford Ambition, July 2020, the Council's Armed Forces Covenant and links to the work of the Council's Civic and Ceremonial Programme Board.
Financial Implications:	The total budget is estimated at £55,000 which includes £45,000 for the Platinum Jubilee celebrations and £10,000 for the HMS Albacore celebrations – a small contingency amount is included to take account of rising event infrastructure costs. The costs of the Queen's (Platinum Jubilee) Green Canopy project is being funded separately.
Legal Implications:	External contractors are to be engaged so appropriate contracts will be applied.
Equalities Impact Assessment:	Attached.
Data Protection Impact Assessment:	A data impact assessment will be completed by the commissioned services for the community participation project and linked event.
Risk Assessment (Risk Appetite Statement):	A number of factors could have a potential impact on the event programme, including the possibility of the beacon failing a test lighting and subsequently being unable to find replacement parts, but this is being mitigated by using experienced contractors, familiar with the design of the beacon. Possible concerns over a last minute Covid resurgence and ensuing restrictions will be monitored. Also last minute changes to the National Platinum Jubilee programme may adjust the programme; and high costs and availability of event infrastructure is a concern so early commissioning is important.
Sustainability Implications:	Gas will be used to light the beacon, the amount of time it will be lit can be controlled, as opposed to the burning of solid fuel in a traditional beacon. The burning of the gas could potentially be offset by the Queen's Green Canopy tree planting project that forms part of the overall Jubilee celebrations and the community participation project will be mindful of environmentally responsible behaviour.
Other Material Implications:	None
Exempt from Publication:	NO
Background Papers:	None

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Report Title: Queen's Platinum Jubilee and Albacore Event Programme 2022

Introduction and Background

1. A number of anniversaries of both national and local significance are set to occur during 2022, namely her Majesty the Queen's Platinum Jubilee, the 80th anniversary of both Warship Week (HMS Albacore) and the establishment of the Ashford Sea Cadets.
2. The Council has been successful in marking national anniversaries bringing together communities under a shared celebratory and commemorative banner. It is important that we provide new and innovative ways for people to engage in our heritage, especially for a wider and diverse audience, encouraging local partnership, educational and creative opportunities to strengthen and promote civic pride. The Mayor's Office is key to supporting a calendar of activity and the Civic and Ceremonial Board helps to plan and programme celebration events which shine a light on local heritage and events of national significance. There is much that can be celebrated but their local significance is also a key driver when considering support.
3. An outline business case, including initial proposals and cost estimates on how these two specific anniversaries might be marked, reflecting on the national programme, has been endorsed by the Civic and Ceremonial Programme Board (C&CPB, 23 June and 29 Sept 2020) with the proposal that the Albacore celebrations should take place over the same long bank holiday weekend as the Platinum Jubilee celebrations i.e. Thursday 2- Sunday 5 June 2022.

Proposal

4. The following events and activities are being proposed to celebrate both the Queen's Platinum Jubilee and the 80th anniversary of HMS Albacore and the Ashford Sea Cadets.

Thursday 2 June 2022 – Beacon lighting (part of the nationwide lighting of beacons) at 9.15pm in Civic Park supported by a live streaming event and recorded music as appropriate. The local community participation project could potentially support or link to this event.

Friday 3 June 2022 – Thanksgiving civic church service for her Majesty the Queen at St Mary's the Virgin, Ashford;

Saturday 4 June 2022 – Albacore Celebrations with the Ashford Sea Cadets in Memorial Gardens including the dedication of an Albacore flag and plaque and a commemorative event or service;

Sunday 5 June 2022 - Residents and community groups encouraged to hold their own street parties.

5. To strengthen local participation it is proposed that an 'outstanding and unique' community project and linked event is commissioned that would begin with research and workshop activities in the spring of 2022. This is likely to involve an artist or creative company working with the community/community groups throughout the borough to create a 'display' outdoors. A brief has been produced that stresses the need to:
 - a) Provide programmed opportunities for community engagement and participation – working with schools and/or local community groups/the local community within the borough to 'co- produce' the creative proposal.
 - b) Provide clear, staged elements - so working with schools and community groups, the local community prior to the event to prepare the project; then the staging/delivery of the actual project; and depending on what the event is (such as an exhibition or trail), how its exposure can be maximised by being seen before and after the weekend of celebrations.
 - c) Creating something visual and exciting that can be displayed/take place outdoors. The Civic Park will stage the lighting of the beacon so consideration should be given to how the event can link and add value to this.
 - d) Both participation and spectators should be able to access activity free and must encourage and support inclusiveness.
6. The Civic Engagement Officer has been working closely with the Ashford Sea Cadets to prepare for their 80th Anniversary and that of HMS Albacore. A carpet badge and interpretation panels in Memorial Gardens will mark the anniversaries and provide information on the history and creation of both. Albacore Flags have been commissioned given the timing of production and will fly during the celebrations and then annually to mark Warship Week. A commemorative event /service in Memorial Gardens will include the dedication of a plaque. The Sea Cadets plan to produce a model of HMS Albacore for display during the weekend.
7. It is also being proposed that a Jubilee and Albacore 'events pack/guidance' be created that will be available on line for residents and community groups to use and to promote the various events. This would be similar to the online VE Day resources produced in 2020.

Financial Implications

8. It is estimated that a total budget of £35,000 will be required to deliver the programme of events including £25,000 for the Platinum celebrations and £10,000 for the Albacore celebrations, which includes a small contingency to allow for rising event infrastructure costs and demand, as many events planned for 2020/21 are now being postponed until 2022.
9. For the Platinum Jubilee Celebrations it is proposed that £25,000 would cover the following costs:
£5,000 - Planting and Banners - appropriate colour planting and displays plus bunting and banners behind the main mound with the Civic Crest in Memorial Gardens and behind the beacon in Civic Park.

£5,000 - Beacon Lighting - commissioning of a test lighting prior to the event, any subsequent maintenance and replacement items and lighting on the actual day with the associated costs (barriers, gas bottles, height platform). This would also include a replacement Platinum Jubilee shield on the beacon to replace the current Ashford Remembers shield.

£5,000 - Live Streaming of the Beacon Lighting, including taped music and audio and associated safety and stewarding costs and support services such as litter picking.

£10,000 - Commissioned community participation project and linked event.

10. For the HMS Albacore and Sea Cadets Celebrations it is proposed that £10,000, which includes a small contingency, would cover the following costs:
£3,100- Albacore Carpet Badge and Interpretation Panels in Memorial Gardens and Albacore Flags to fly during the celebrations and then annually to mark Warship Week
£5000 – Commemorative Event /Service in Memorial Gardens including the dedication of a plaque.
£1000 - Model of the Albacore mine sweeper commissioned as part of a community project.

Equalities Impact Assessment

11. The programme of events to celebrate the Queen's Platinum Jubilee and the 80th anniversary of HMS Albacore and the Ashford Sea Cadets will be open and accessible to all the community and for those unable to attend in person information and resources will be available on line.

Consultation Planned or Undertaken

12. Discussions have already taken place with both the Ashford Sea Cadets and Ashford Borough Museum regarding the Albacore celebrations and Sub Lieutenant (SCC) Bruno D'Agostino RNR, Commanding Officer, Ashford Sea Cadets has attended two meetings of the Civic and Ceremonial Programme Board.
13. The Leader, the Portfolio Holder and Deputy for Culture, Tourism and Leisure have all been involved in the discussions and, like their colleagues on the Civic and Ceremonial Programme Board, have inputted to and supported the approach of the programme of events and associated budget being proposed.
14. The Love Ashford Team is aware of the proposals and further discussions and work will take place with them to look at ways to ensure that the town centre benefits from the additional footfall that these events will generate.

Other Options Considered

15. The two events (Jubilee and Albacore) could have taken place at different times – the Albacore celebrations could possibly have taken place in February 2022, as HMS Albacore was adopted by the people of Ashford after a successful Warship Week in February 1942. However, TS Albacore was subsequently created in June 1942 (which was affiliated to HMS Albacore) and was Ashford's first Sea Cadet Unit.

16. The Borough Council has established a reputation for marking significant local and national anniversaries in an appropriate manner - for instance previously with the 100th anniversary of the end of WW1 and the Queen's Diamond Jubilee- and this approach appears to be very much appreciated by local residents, and so there was never, not a case for celebrating such an historic and unique occasion as the Queen's Platinum Jubilee, rather it was a question of how it could most appropriately and effectively be celebrated.

Reasons for Supporting Option Recommended

17. When it was known that there was going to be a four day bank holiday in June 2022 to celebrate the Queen's Platinum Jubilee, it made sense to combine the two celebrations and create a long weekend programme of activities for the public to attend and enjoy. This also gives the added benefit of resources and staffing being focused on one overall programme and period of time.

Next Steps in Process

18. Once Cabinet has endorsed the approach of the programme of events and agreed the associated budget, work can begin on further researching and planning the various events including commissioning and appointing a creative company to deliver the community participation project.
19. A full programme of events will then be worked up including liaising with companies such as the beacon lighting contractor and then carrying out detailed event planning, site logistics, risk assessments and associated Safety Advisory Group assessments leading on to the promotion and delivery of the events.

Portfolio Holder's Views

"These plans will bring people together to celebrate our heritage and mark an occasion of collective significance that will cultivate a sense of community whilst adding fun and colour to encourage civic pride".

Cllr Matthew Forest, Portfolio Holder for Culture, Tourism and Leisure

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Equality Impact Assessment

1. An Equality Impact Assessment (EIA) is a document that summarises how the council has had due regard to the public sector equality duty (Equality Act 2010) in its decision-making. Although there is no legal duty to produce an EIA, the Council must have **due regard** to the equality duty and an EIA is recognised as the best method of fulfilling that duty. It can assist the Council in making a judgment as to whether a policy or other decision will have unintended negative consequences for certain people and help maximise the positive impacts of policy change. An EIA can lead to one of four consequences:
 - (a) No major change – the policy or other decision is robust with no potential for discrimination or adverse impact. Opportunities to promote equality have been taken;
 - (b) Adjust the policy or decision to remove barriers or better promote equality as identified in the EIA;
 - (c) Continue the policy – if the EIA identifies potential for adverse impact, set out compelling justification for continuing;
 - (d) Stop and remove the policy where actual or potential unlawful discrimination is identified.

Public sector equality duty

2. The Equality Act 2010 places a duty on the council, when exercising public functions, to have due regard to the need to:
 - (a) Eliminate discrimination, harassment and victimisation;
 - (b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it (ie tackling prejudice and promoting understanding between people from different groups).
3. These are known as the three aims of the general equality duty.

Protected characteristics

4. The Equality Act 2010 sets out nine protected characteristics for the purpose of the equality duty:
 - Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership*
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation

*For marriage and civil partnership, only the first aim of the duty applies in relation to employment.

Due regard

5. Having 'due regard' is about using good equality information and analysis at the right time as part of decision-making procedures.
6. To 'have due regard' means that in making decisions and in its other day-to-day activities the council must consciously consider the need to do the things set out in the general equality duty: eliminate discrimination, advance equality of opportunity and foster good relations. This can involve:
 - removing or minimising disadvantages suffered by people due to their protected characteristics.
 - taking steps to meet the needs of people with certain protected characteristics when these are different from the needs of other people.
 - encouraging people with certain protected characteristics to participate in public life or in other activities where it is disproportionately low.
7. How much regard is 'due' will depend on the circumstances The greater the potential impact, the higher the regard required by the duty. Examples of functions and decisions likely to engage the duty include: policy decisions, budget decisions, public appointments, service provision, statutory discretion, decisions on individuals, employing staff and procurement of goods and services.
8. In terms of timing:
 - Having 'due regard' should be considered at the inception of any decision or proposed policy or service development or change.
 - Due regard should be considered throughout development of a decision. Notes shall be taken and kept on file as to how due regard has been had to the equality duty in research, meetings, project teams, consultations etc.
 - The completion of the EIA is a way of effectively summarising this and it should inform final decision-making.

Armed Forces Community

9. As part of the council's commitment to the Armed Forces Community made through the signing of the Armed Forces Covenant the council's Cabinet agreed in November 2017 that potential impacts on the Armed Forces Community should be considered as part of the Equality Impact Assessment process.
10. Accordingly, due regard should also be had throughout the decision making process to potential impacts on the groups covered by the Armed Forces Covenant:
 - Current serving members of the Armed Forces (both Regular and Reserve)
 - Former serving members of the Armed Forces (both Regular and Reserve)
 - The families of current and former Armed Forces personnel.

Case law principles

11. A number of principles have been established by the courts in relation to the equality duty and due regard:
 - Decision-makers in public authorities must be aware of their duty to have 'due regard' to the equality duty and so EIA's must be attached to any relevant committee reports.
 - Due regard is fulfilled before and at the time a particular policy is under consideration as well as at the time a decision is taken. Due regard involves a conscious approach and state of mind.

- A public authority cannot satisfy the duty by justifying a decision after it has been taken.
- The duty must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision.
- The duty is a non-delegable one. The duty will always remain the responsibility of the public authority.
- The duty is a continuing one so that it needs to be considered not only when a policy, for example, is being developed and agreed but also when it is implemented.
- It is good practice for those exercising public functions to keep an accurate record showing that they have actually considered the general duty and pondered relevant questions. Proper record keeping encourages transparency and will discipline those carrying out the relevant function to undertake the duty conscientiously.
- A public authority will need to consider whether it has sufficient information to assess the effects of the policy, or the way a function is being carried out, on the aims set out in the general equality duty.
- A public authority cannot avoid complying with the duty by claiming that it does not have enough resources to do so.

The Equality and Human Rights Commission has produced helpful guidance on “Meeting the Equality Duty in Policy and Decision-Making” (October 2014). It is available on the following link and report authors should read and follow this when developing or reporting on proposals for policy or service development or change and other decisions likely to engage the equality duty. [Equality Duty in decision-making](#)

Lead officer:	Christina Fuller, Head of Culture, Tourism & Leisure Sarah Barber, Tourism & Heritage Manager
Decision maker:	Cabinet
Decision: <ul style="list-style-type: none"> • Policy, project, service, contract • Review, change, new, stop 	<ul style="list-style-type: none"> • Project – Queen’s Platinum Jubilee & Albacore Event Programme, 2022 (promoted through the Civic & Ceremonial Programme Board) • New event /activity - to celebrate the Queen’s Platinum Jubilee & 80th anniversary of HMS Albacore & Ashford Sea Cadets
Date of decision: The date when the final decision is made. The EIA must be complete before this point and inform the final decision.	30 September 2021
Summary of the proposed decision: <ul style="list-style-type: none"> • Aims and objectives 	<ul style="list-style-type: none"> • To endorse the approach of the programme of events and agree the associated budget to celebrate the Queen’s Platinum Jubilee and the 80th anniversary of

<ul style="list-style-type: none"> • Key actions • Expected outcomes • Who will be affected and how? • How many people will be affected? 	<p>HMS Albacore and the Ashford Sea Cadets in 2022 and delegate officers, in consultation with the Portfolio Holder for Culture, Tourism and Leisure and the Deputy Mayor, to put in place all arrangements.</p> <ul style="list-style-type: none"> • The events will be freely open to all residents and visitors to the borough. The community project will be promoted to and open to all within the Ashford borough to participate. 	
<p>Information and research:</p> <ul style="list-style-type: none"> • Outline the information and research that has informed the decision. • Include sources and key findings. 	<ul style="list-style-type: none"> • This programme of events will seek to follow a similar inclusive approach as previous events organised such as the Fields of Battle, Lands of Peace; Battle's Over, Illuminities and Carnival of the Baubles; which were freely accessible to the whole community • The brief for the commissioned community project, which will be delivered as part of the event programme, will require the successful bidder /contractor to have the required policies in place and practical consideration given to equality, diversity and inclusiveness. 	
<p>Consultation:</p> <ul style="list-style-type: none"> • What specific consultation has occurred on this decision? • What were the results of the consultation? • Did the consultation analysis reveal any difference in views across the protected characteristics? • What conclusions can be drawn from the analysis on how the decision will affect people with different protected characteristics? 	<ul style="list-style-type: none"> • Early discussions have already taken place with both the Ashford Sea Cadets and Ashford Borough Museum regarding the Albacore celebrations and Sub Lieutenant (SCC) Bruno D'Agostino RNR, Commanding Officer, Ashford Sea Cadets has attended two meetings of the Civic and Ceremonial Programme Board. • The Leader, the Portfolio Holder and Deputy for Culture, Tourism and Leisure have all been involved in the discussions and, like their member colleagues on the Civic and Ceremonial Programme Board, have inputted to and supported the approach of the programme of events. • To be noted that this programme of events would support the Council's commitment to the Armed Forces Covenant. 	
<p>Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics.</p> <p>When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.</p>		
<p>Protected characteristic</p>	<p>Relevance to Decision High/Medium/Low/None</p>	<p>Impact of Decision Positive (Major/Minor) Negative (Major/Minor) Neutral</p>

<u>AGE</u> Elderly	None	Positive
Middle age	None	Positive
Young adult	None	Positive
Children	None	Positive
<u>DISABILITY</u> Physical	None	Positive
Mental	None	Positive
Sensory	None	Positive
<u>GENDER RE- ASSIGNMENT</u>	None	Positive
<u>MARRIAGE/CIVIL PARTNERSHIP</u>	None	Positive
<u>PREGNANCY/MATERNITY</u>	None	Positive
<u>RACE</u>	None	Positive
<u>RELIGION OR BELIEF</u>	None	Positive
<u>SEX</u> Men	None	Positive
Women	None	Positive
<u>SEXUAL ORIENTATION</u>	None	Positive
<u>ARMED FORCES COMMUNITY</u> Regular/Reserve personnel	None	Positive
Former service personnel	None	Positive
Service families	None	

Mitigating negative impact: Where any negative impact has been identified, outline the measures taken to mitigate against it.	N/A
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Is the decision relevant to the aims of the equality duty?

Guidance on the aims can be found in the EHRC's [Essential Guide](#), alongside fuller [PSED Technical Guidance](#).

Aim	Yes / No / N/A
1) Eliminate discrimination, harassment and victimisation	Yes
2) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it	Yes
3) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	Yes

<p>Conclusion:</p> <ul style="list-style-type: none">• Consider how due regard has been had to the equality duty, from start to finish.• There should be no unlawful discrimination arising from the decision (see guidance above).• Advise on whether the proposal meets the aims of the equality duty or whether adjustments have been made or need to be made or whether any residual impacts are justified.• How will monitoring of the policy, procedure or decision and its implementation be undertaken and reported?	<p>Due regard will be made to the equality duty through the development of the event programme and the community project</p> <p>There will be no unlawful discrimination arising from the decision</p> <p>The proposal meets the aims of the equality duty as all sections of the community – visitors and residents – including those with protected characteristics will have access to and be able to benefit from the event programme and community project being proposed.</p>
EIA completion date:	27 August 2021