

Title of Report:	Local Full Fibre Network (LFFN) Funding Bid
Committee Report Submitted To:	The Leisure and Development Committee
Date of Meeting:	16th June 220
For Decision or For Information	For Decision

Linkage to Council Strategy (2019-23)	
Strategic Theme	Innovation & Transformation
Outcome	The Council will embrace new technologies and processes where they can bring about better experiences for citizens and visitors.
Lead Officer	Strategic Projects Manager

Budgetary Considerations	
Cost of Proposal	Not applicable
Included in Current Year Estimates	Yes
Capital/Revenue	Revenue
Code	Not applicable
Staffing Costs	Yes

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	No	Date
	EQIA Required and Completed:	No	Date:
Rural Needs Assessment (RNA)	Screening Completed	No	Date:
	RNA Required and Completed	No	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 to propose an Internal Implementation Team for the Full Fibre Network Programme in the Causeway Coast and Glens area.

2.0 Background

Causeway Coast and Glens Borough Council is part of a Full Fibre Network NI (FFNI) Consortium of 10 Councils led by Newry, Mourne and Down District Council (NMD) that is to receive funding of £15 million from the Department of Culture, Media and Sport (DCMS). The funding will be used to install gigabit capable fibre 'direct to the premises' of Council owned buildings by September 2021 that will in turn increase the broadband infrastructure in the surrounding vicinity.

The FFNI Procurement Phase for LFFN and Rural Gigabit Connectivity (RGC) infrastructure supplier(s) is expected to conclude towards the end of June 2020. Once the preferred bidder and subsequent supplier is confirmed, each Council will need to engage directly with the Supplier to prepare for and support the implementation.

This is a critical stage of the project due to the already challenging timescales for implementation.

Within Causeway Coast and Glens, the project will generate significant economic benefits for businesses, in particular SMEs through increased connectivity which will provide improved business productivity, new innovation benefits, flexible working benefits as well as growth in new digital start-ups.

The benefits to individual households will also be substantial and full fibre is expected to unlock considerable economic value from wider technological developments from future healthcare applications and smart city infrastructure.

In addition, the pandemic has also shown that there is more than ever, a need to increase connectivity to homes and businesses, maximising online trade and accessibility to services.

3.0 Project Implementation

Within Causeway Coast and Glens, the plan is to connect approximately 90 public sector buildings with Ultrafast 1000gb connections. These figures may change and are subject to successful appointment of a supplier in June and July.

Deadlines for project completion are March 2021 for RGC sites and September 2021 for LFFN sites. The project must be completed before this date or the Council and Consortium will lose out on the funding.

An internal FFNI Implementation Team needs to be established to remove barriers to entry and streamline the delivery.

3.1 Implementation Team Roles

The FFNI Operations Team will directly support the Causeway Digital Infrastructure Group but its primary focus will be on programme level management of the Supplier across the Consortium and liaising with DCMS on overall milestones.

The FFNI Implementation Team will meet with the Supplier each month to review progress against the project plan, review risks and issues, and prepare for activity which may require input.

Prior to the Supplier meeting above, the FFNI Implementation Team should meet to review internal progress, plan activity, and resolve any internal issues. This will ensure the project team has a shared understanding on progress, and is properly coordinated, ready for the Supplier meeting.

Key representatives such as Capital Projects and FFNI leads on the Implementation team should also hold a short weekly telecall with the Supplier to review progress. This will be used to update the FFNI Operations team on key milestones for reporting to DCMS (Dept for Digital, Culture, Media and Sport)

3.2 Implementation Process

Annex A sets out the FFNI Implementation Process. Examples of tasks delivered by the implementation team may include:

- *Legal - Arrange wayleaves over Council Land if required;*
- *Legal – Review contracts and provide advice;*
- *IT / Estates - Coordinate supplier access to council buildings for installation;*
- *Estates - Provide building info and internal routing decisions;*
- *Marketing - Assist the supplier and Ops Team with Community communications management;*
- *Capital Projects - Oversee local supplier civils work and ensure supplier coordinates with local groups to minimise disruption;*
- *FFNI Ops Team - Review Supplier Test Results and milestone claims;*
- *FFNI Ops Team - Prepare and submit grant claim documents to FFNI Ops Group;*
- *FFNI Ops team / Capital Projects - Contingency for supplier disruption resolution;*
- *IT /FFNI Ops – Testing of fibre when instructed by DCMS;*
- *IT - Migrate WAN services to new infrastructure;*
- *IT / Finance / Procurement / Legal - Provide Technical and Service Management Subgroup input;*
- *FFNI Ops Team - Manage local grant claims on milestone delivery;*
- *FFNI Ops Team - Local FoI Requests;*
- *FFNI Ops Team - Benefits analysis - local data collection and analysis for input into central model;*
- *FFNI Ops Team - DCMS Management Information reporting;*
- *FFNI Ops Team / Capital Projects - Change Requests contingency; and*
- *Planning – Assist the FFNI Ops team with DCMS Barrier Busting and street work tools for the Digital Infrastructure Strategy.*

The appointed supplier is ultimately responsible for delivery and management of the project. However, during this phase Council officers will need to become involved; take responsibility for local oversight of the supplier and perform a range of activities that support the supplier's implementation.

Input will be intermittent in some cases, so the level of involvement should be tailored accordingly. The requirement for Procurement, Marketing and Legal support is likely to be more ad hoc.

The key point is to have a structured and regular forum for discussion and planning of CM activity.

4.0 Recommendation(s)

It is recommended that Members approve the establishment of a FFNI Implementation team which will work alongside the FFNI Operations team to ensure delivery of LFFN and RGC projects and any future FFNI funded projects if required.

It is recommended that the Implementation Team is made up representatives from Prosperity & Place; IT; Capital Projects; Estates; Legal; Finance; Planning; Procurement; and Marketing.



Annex A - Consortium Member Implementation Management Recommendations

Overview

The FFNI Procurement Phase for an infrastructure supplier(s) is expected to conclude towards the end of May 2020.

Once the Preferred Bidder and subsequent supplier is confirmed, Consortium Members (CMs) will need to engage with the Supplier to prepare for and support the implementation.

This is a critical stage of any project, but particularly so for the LFFN project given the already challenging timescales for implementation.

The Supplier is ultimately responsible for delivery and management of the project. However, during this phase CMs will need to become much involved; take responsibility for local oversight of the supplier and for performing a range of activities that support the Supplier's implementation. CM's will be issued with a FFNI Implementation guidance pack for more details.

The FFNI Operations Team will be available to support CMs and focus on programme level management of the Supplier. Given the local nature of the work, and the breadth of activity, the onus will largely be on CMs to take a much more prominent role than to date.

It is important that CMs are prepared and organised, ready to support the implementation. The activities cover a wide range of specialisms, so it is critical that representation from all parts of the business is brought together and briefed in advance, and available when implementation starts.

CMs are therefore recommended to adopt some simple best practice project principles to ensure that the right CM input is provided in timely and effective way.

Recommended Organisation

As previously referenced in our FFNI Bid and raised at both Operations and Steering Group, CMs should, if they haven't already, each set up an internal Digital Infrastructure Group that is responsible for making strategic DI decisions across its DI related projects; of which LFFN is a key one. With senior level representation from departments across the council, this group will have sight of all related projects and can make internal resource and finance recommendations quickly as required.

CMs are best placed to decide whether a combined Elected Member and Official group would be most effective within their respective council. However, the Operations Team has seen examples where this has worked well, bringing broader support and representation to bear from the outset.

Critically, CMs should form an LFFN project team to coordinate the CM activity that is required to support the implementation. To re-iterate, the Supplier is primarily responsible and will do much of the work, but there are many activities that simply cannot, or should not be done by the Supplier.

The CM LFFN project team should have representation from the key areas that will need to input; Economic Development, IT, Finance, Estates/FM, Planning, and Communications, alongside by the existing LFFN Lead. Input will be intermittent in some cases, so the level of involvement should be tailored accordingly. The requirement for Procurement and Legal support in particular is likely to be more ad hoc. The key point is to have a structured and regular forum for discussion and planning of CM activity. The same structure is also applicable to other Digital Infrastructure projects.

The Operations Team has previously provided an estimate of project team resources. This should be treated as a guide only as many activities, and the associated level of effort, will be dependent on the Supplier, their approach and their specific implementation activities. Some flexibility is likely to be required.

The CM Digital Infrastructure Group may need to also update or report to the relevant local Committee or Working Group, and Senior Management Team. This reporting is subject only to local governance requirements and sits outside of FFNI governance. CMs are therefore best placed to decide and set in place whichever arrangements help both the Group and the LFFN project team make timely and appropriate decisions.

Progress review frequency

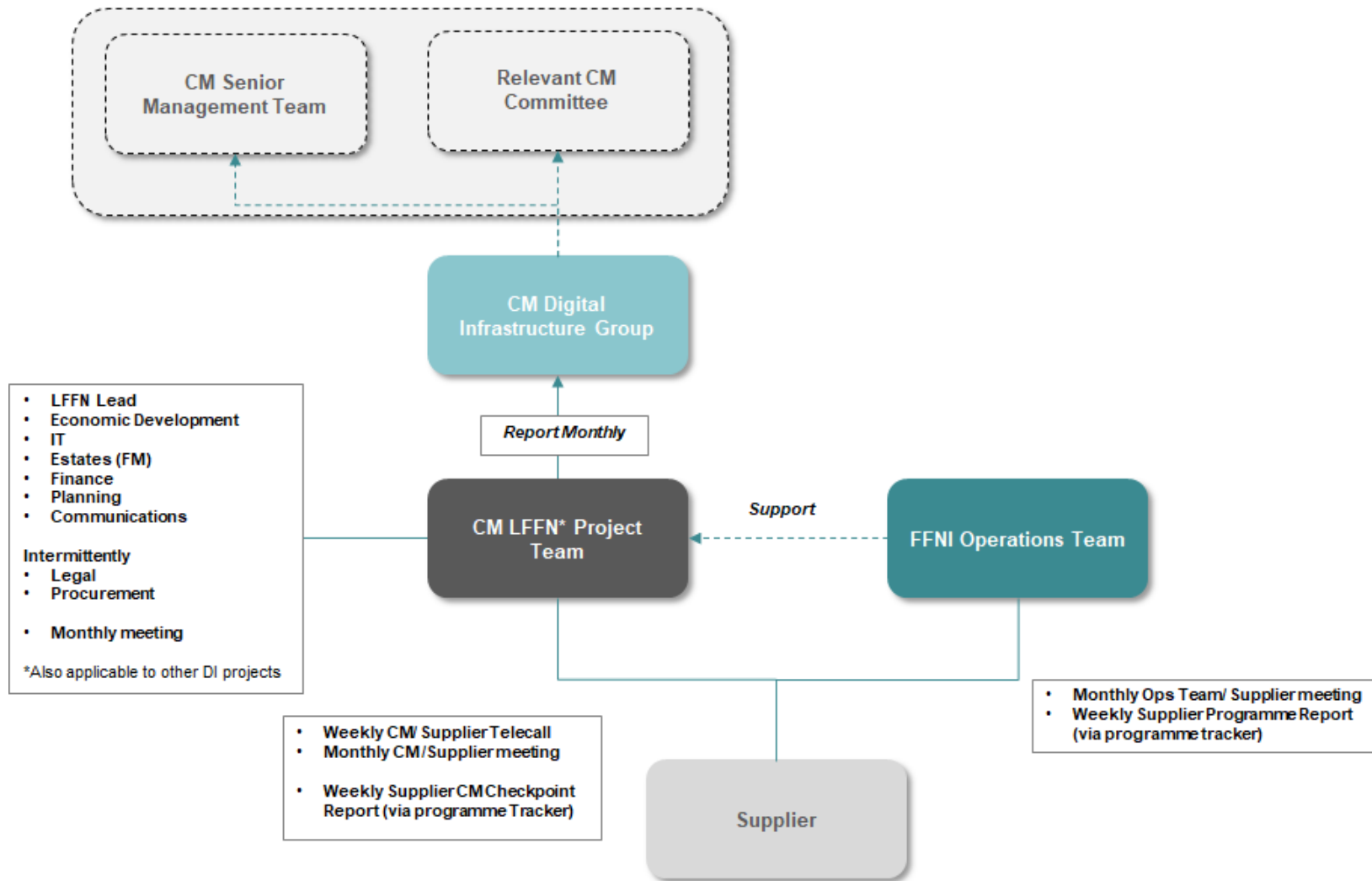
CM teams should meet with the Supplier each month to review progress against the project plan, review risks and issues, and prepare for activity which requires CM input.

Prior to the Supplier meeting, the CM project team should also meet at least once monthly to review internal progress, plan activity, and resolve any internal issues. This will ensure the project team has a shared understanding on progress, and is properly coordinated, ready for the Supplier meeting.

The CM team should also hold a short weekly telecall with the Supplier to review progress and update on relevant CM activity.

Fig 1 overleaf summarises the recommended structure.

Fig 1 Recommended organisation



Annex 2 – Early identification of potential sites. Note: these are not final, but have been identified as potential sites for nodes in conjunction with Council’s GIS system. Some are Council-owned, however, others will require consultation. This will commence as the project progresses.

Anderson Park Football	Millburn Road Coleraine	BT52 1ED
Ballymoney Town Hall	Townhead Street Ballymoney	BT53 6BE
Ballysally Community Centre	Ballysally Road Coleraine	BT52 2QA
Civic HQ Site, Cloonavin	66 Portstewart Road Coleraine	BT52 1EY
Coleraine Leisure Centre	26a Railway Road Coleraine	BT52 1PB
Coleraine Town Hall	35 The Diamond Coleraine	BT52 1DP
Coleraine West Community Centre	The Ropewalk Coleraine	BT51 3BT
Council Depot	44 Knock Road Ballymoney	BT53 6GU
Council Depot	9 Ballyquin Road Limavady	BT49 9EY
Council Offices	7 Connell Street Limavady	BT49 0DB
Harpur's Hill Community Centre	102 Tullyarton Road, Coleraine	BT52 2EL
Joey Dunlop Leisure Centre	33 Garryduff Road Ballymoney	BT53 7DB
Kilrea Town Hall	26 The Diamond Kilrea	BT51 5QG
Knock Rd Civic Amenity Site (+ Depot above)	44a Knock Road Ballymoney	BT53 6GU
Millburn Community Centre	1A Linden Avenue Coleraine	BT52 2AL
Riada House	14 Charles Street Ballymoney	BT53 6DZ
Roe Valley Arts & Culture Centre	24 Main Street Limavady	BT49 0EL
Roe Valley Leisure Centre	9 Greystone Road Limavady	BT49 0ND
Rugby Avenue	Rugby Avenue Coleraine	BT52 1UL
Windyhall Community Centre	Tullans Park Coleraine	BT52 1TT
Articlave MUGA	Woodend Park Articlave	BT51 4XL
Ballycastle Museum	59 Castle Street Ballycastle	BT54 6AS
Bushmills - Community Centre & Play Area	14 Dunluce Road Bushmills	BT57 8QG
Bushmills Library Building	46 Main Street, Bushmills Bushmills	BT57 8QA
Castlerock Rec Area/Peter Thompson Hall	Castle Walk Castlerock	BT51 4HD
Cloughmills BIO Park/Old Mill	70 Main Street Cloughmills	BT44 9LF

Clyde Park Garvagh	Kurin Road Garvagh	BT51 5NR
Coleraine Works Depot & Recycling Council Offices - Ballycastle	Unit 5 Loughanhill Industrial Estate Coleraine	BT52 2NR
Cushendall - Cottage Wood Site	7 Mary Street Ballycastle	BT54 6QH
Cushendall - Legg Green	High Street Cushendall	BT44 ORR
Dervock Community Centre	36 Shore Rd,Cushendall Cushendall	BT44 ONG
Dungiven Household Recycling Centre	190 Knock Road Dervock	BT53 8BB
Flowerfield Art Centre	Chapel Road Dungiven	BT47 4RS
Garvagh Amenity Site	185 Coleraine Road Portstewart	BT55 7PL
Greysteel Community Hall	Limavady Road Garvagh	BT51 5EF
Greysteel Glen	18 Ashfield Road, Greysteel	BT47 3JF
Jim Watt Garvagh Sports Hall	1 Lough View, Greysteel	BT47 3TX
Killyrammer Community Centre	9 Kinard Park Garvagh	BT51 5NQ
Kilrea Amenity Site	137 Kilraughts Road Dunaghy	BT53 8NB
Kilrea Sports Complex	Lisnagrot Road Kilrea	BT51 5SF
Magilligan Community Centre & Play Area	Craiglea Gardens Kilrea	BT51 5QZ
Market Street Depot/Store	394 Seacoast Road Magilligan	BT49 0LD
Mosside Community Centre	25-39 Market Street Ballycastle	BT54 6SZ
Portballintrae Community Hall	250 Moyarget Road Moyarget Beach Road,Portballintrae	BT53 8QA
Portrush Town Hall	Portballintrae	BT57 8TT
Portstewart Library	1 Mark Street, Portrush	BT56 8BU
Portstewart Town Hall	2B The Crescent Portstewart	BT55 7AB
Rasharkin Well Being	2 The Crescent Portstewart	BT55 7AB
Rathlin Recycling Centre	Duneany Road Rasharkin	BT44 8RX
Recreation Centre - Ballycastle	Church Quarter Rathlin Island	BT54 6RT
Roselick Skip Area	7 Mary Street Ballycastle	BT54 6QH
Stranocum Community Centre	Roselick Road Portstewart	BT55 7PP
The Bowl (Portrush Recycling Centre)	65 Main Street Stranocum	BT53 8PH
	Causeway Street Portrush	BT56 8BL

Watersports Centre	Strand Road Portrush	BT56 8AD
Waterworld	2-4 Harbour Road Portrush	BT56 8DB
20 Lodge manor	20 Lodge manor, Coleraine	BT52 1JX
4 Mountsandal road	4 Mountsandal road, Coleraine	BT52 1JB
Ballymoney Ambulance Station	St James Road, Ballymoney	BT53 6BJ
Ballymoney Fire Station	31 Market Street, Ballymoney	BT53 6EA
Ballymoney Health centre	21 Newal road, Ballymoney	BT53 6HB
Bovally medical centre	2 Rossair road, Limavady	BT49 0TE
Causeway Hospital	4 Newbridge Road, Coleraine	BT52 1HS
Coleraine Ambulance Station	Lower Newmills Road, Coleraine	BT52 2JR
Coleraine Fire Station	23/27 Lodge Road, Coleraine	BT52 1LU
Coleraine health centre	Castlerock road, Coleraine	BT51 3HP
Limavady Ambulance Station	Irish Green Street, Limavady	BT49 9EU
Limavady Fire Station	22 Catherine Street, Limavady	BT49 9DB
Limavady health centre	Scroggy road, Limavady	BT49 0NA
10 Moneylick road	10 Moneylick road, Rasharkin	BT44 8QB
110 Maine street	110 Maine street, Garvagh	BT51 5AE
122 Ballinlea road	122 Ballinlea road, Armoy	BT53 8TY
17 Dunluce avenue	17 Dunluce avenue, Portrush	BT56 8DW
2 Gortaclee road	2 Gortaclee road, Cushendall	BT44 0TE
2 Main Street	2 Main Street, Feeny	BT47 4TD
32 Mill Road	32 Mill Road, Portstewart	BT55 7SW
56 MAIN STREET	56 MAIN STREET, Cloughmills	BT44 9LF
6 Lever road	6 Lever road, Portstewart	BT55 7EF
6 Priestland road	6 Priestland road, Bushmills	BT57 8QP
69 Sea Road	69 Sea Road, Castlerock	BT51 4TW
Ballycastle Fire Station	Market Street, Ballycastle	BT54 6DR
Ballycastle Health Centre	Dalriada hospital 1a Coleraine Road, Ballycastle	BT54 6BA
Coleraine District Headquarters	123 Eglinton Street, Portrush	BT56 8DZ

Cushendall Fire Station	41 Coast Road, Cushendall	BT44 0RX
Dalriada Hospital	1a Coleraine Road, Ballycastle	BT54 6EY
Dungiven Fire Station	Station Road, Dungiven	BT47 4LN
Dungiven health centre	Dungiven, Dungiven	BT47 4RS
Kilrea Fire Station	24/26 Church Street, Kilrea	BT51 5QU
Kilrea medical centre	36 Garvagh road, Kilrea	BT51 5QP
Portstewart Fire Station	14 Convention Avenue, Portstewart	BT55 7BW
Rathlin Island Fire Station	16 Church Quarter, Rathlin Island	BT54 6RT