

Event Co-ordination Policy (Community Services, Darren Williams)

Synopsis of report:

- 1) To provide Members with an overview of the work undertaken in reviewing processes relating to the booking and management of events within the Community, including the linkage to the Council's Safety Advisory Group; and
- 2) To share the proposed Event Co-ordination Policy and seek approval for its implementation

Recommendation that:

the Event Coordination Policy, be approved, to be implemented from 1 April 2023.

1. Context and background of report

- 1.1 Within the review of the Grounds Maintenance arrangements in 2021-2023, it was recognised that there was inconsistency in the way events bookings were received and coordinated by the Council.
- 1.2 This was evidenced most recently in the duplication of the booking of the Thorpe Half Marathon and Egham Royal Show for the same day in August 2022, which if held would have had a significant impact on one another given the size of the events, the need for road closures, additional traffic in the area etc.
- 1.3 In addition, the Council has a statutory responsibility for holding a multi agency Safety Advisory Group meeting, to consider events of significant size, have identified potential risks or which are likely to have an impact on other agencies in their need to support the event.
- 1.4 As a result, working with the Corporate Project Management Office, a new policy for the co-ordination and management of events in the borough has been written, which subject to approval, will be implemented in 2023-2024, led by Environmental Services.

2. Report and recommendations

- 2.1 The policy in Appendix 'A' covers two key areas of the event management process. These are:
 - Process for notification/requests to hold events
 - Terms of reference and process for the Council's Safety Advisory Group
- 2.2 Relating to the process for notification and requests to hold events, it is intended that to avoid any potential duplication and to ensure that all events can be considered in relation to the potential need for consideration by the Safety Advisory Group, all events, regardless of the status of the organiser,

will be required to follow the same process. This will include events organised by the Council and its associated companies.

- 2.3 Based on the experience of the event booking clash summarized in 1.2 of this report, the policy confirms that larger, long standing, annual events in the borough will be prioritised in order to preserve their status and to ensure that their dates are included within event calendars for the forthcoming year, before considering any other requests/notification.
- 2.4 Members will note that Thorpe Half Marathon is included within the annual events list, given the impact of an event of such size and with associated road closures can have on the local area.
- 2.5 Prioritising these annual events does not mean they are exempt from the process and will be required to submit the same notification/request form as all other events each year. This will allow for consideration of any significant changes to the event that may warrant the review of the Safety Advisory Group.
- 2.6 The Policy intends to ensure the link between event notifications and the function of the Safety Advisory Group is clear, to ensure that for each event the question is asked as to whether there is a requirement for the involvement of the Safety Advisory Group.
- 2.7 The policy states that the Safety Advisory Group will "Promote the health, safety and welfare of all those involved with events, minimise the environmental impact of such events and apply the principles of sustainability to the conduct of any event, and to any arrangements ancillary to that event."
- 2.8 The coordination of events upon receipt of notification/requests being submitted will be coordinated and responsibility for the management of the Safety Advisory Group process, by the operational Open Space service area within Environmental Services.

3. Policy framework implications

- 3.1 Promoting opportunities for events to be held in communities across the borough supports both the corporate Empowering Communities strategy and its Health and Wellbeing strategy. Specifically, within the Health and Wellbeing strategy events support the priority of Healthy Communities.

4. Financial Implications

- 4.1 There are no financial implications related to this report. However, there are identified financial implications linked to support that may be requested from the Council by events organisers, such as additional cuts of grass areas, provision of litter bins and litter removal. Consideration of a small grants process that may be able to support some events, primarily the annual events listed within the policy, is included within the ongoing review of the Council's external grants process.

5. Legal implications

- 5.1 Members are asked to note that when Martyn's Law is enacted which it is expected will be later this year, it will have implications for events held in the

borough, especially around risk assessments and how events are licensed. All event organisers, including the Council will have additional responsibilities to adhere to when planning events.

5.2 Members are directed to the recent report to the Licensing Committee (15 March 2023) for further details.

6. **Equality implications**

6.1 There are no direct equalities implications relating to this policy.

7. **Environmental/Sustainability/Biodiversity implications**

7.1 There are no environmental implications associated directly with this policy. However, environmental issues including matters such as waste management and noise management may be considered within the Safety Advisory Group.

8. **Timetable for Implementation**

8.1 Work to ensure that appropriate web pages, forms etc. are set up needs to be undertaken. Therefore, it is intended that the new policy and processes will be implemented from 1 April 2023.

9. **Conclusions**

9.1 The need to have a consistent approach to being notified of events to be held, for considering requests to hold events on Council owned land and in the determination of whether events need to be considered by the Safety Advisory Group, has become clear through the review of the Open Spaces service area and through the example cited in 1.2 of this report.

9.2 A single responsible area of the Council for the notification/request of all events, linked to the Safety Advisory Group function is intended to address the issues identified, going forward.

(To resolve)

Background papers

None stated.