

## Consultation on New Events Policy and Procedures

Overview & Scrutiny Panel	<b>16 August 2016</b>
Report Author	<b>Suzie Hooper, Events and Community Projects Officer</b>
Portfolio Holder	<b>Cllr Lin Fairbrass – Cabinet Member for Community Services</b>
Status	<b>For Recommendation</b>
Classification:	<b>Unrestricted</b>
Key Decision	<b>No</b>
<i>Previously Considered by</i>	<b>Corporate Management Team 24/05/2016</b>
Ward:	<b>All Wards</b>

### **Executive Summary:**

Thanet has a thriving events industry and as a district we host the most events in Kent in any one year a majority of which are held on Thanet District Council land, 215 in 2015 and 280 for 2016.

Thanet District Council is committed to enabling events that contribute to our vibrant, coastal environment and economy by working with event organisers, partners and agencies to provide a variety of safe and enjoyable events.

The volume of events does place a strain on the resources of TDC from the processing and supporting of applications through to cleansing and land management.

Since taking over the process in 2014 the Safer Neighbourhoods Team has identified a number of ways in which the process needs to improve to both support event organisers and ensure that events are run safely.

The main role of the Safer Neighbourhoods Team is to provide appropriate support to event organisers through the processes to enable them to plan, organise and run a safe event.

TDC also have a role to play as land owner in ensuring that events on our land are run in a safe manner.

The attached Events Policy has been drafted to endeavour to provide a clear outline of the role of the Council in Events within Thanet, role of the Event Safety Advisory Group and to give a framework of the processes required to the event organiser.

The Policy was drafted with stakeholder input and has already been subject to engagement with internal departments and members of the Event Safety Advisory Group to ensure accuracy. The Policy has been presented to Corporate Management Team who has agreed a wider engagement and awareness raising process which will be commencing shortly, presentation to Overview and Scrutiny Panel is part of this process.

There are a number of key changes to our processes including the introduction of set time scales for both organisers and TDC, premium or standard sites including clearer identification of what type of events can be held on each site, an event notification form and application fee, a signed memorandum of agreement to use land and an itemised quote of the cost of TDC services for the event, permission to occupy.

There is also a new fees and charges schedule proposed in the document including new event type classifications, an application fee, event hire rate and fees and charges for additional services.

**Recommendation(s):**

- To review the proposed Events Policy and make recommendations and raise any concerns that the panel would like to be explored.

**CORPORATE IMPLICATIONS**

<b>Financial and Value for Money</b>	<p>As highlighted in the Corporate Plan, events play a key role in providing not only local and economic benefits. With over 215 events delivered last year, these help to promote Thanet as a visitor destination. Tourism contributes at least £245 million to the Thanet economy each year supporting 5,932 jobs (Cambridge Model Economic Impact Survey 2013) with more than 3.36 million visitors exploring the area.</p> <p>The policy will provide a framework that will provide greater efficiency within the processes and procedures for Thanet District Council and for the users of the services provided within Events.</p> <p>Events currently incur the Council costs relating to officer time, resources used and services provided, which the policy proposes to give clear guidelines and improvements on how we can recover some of these costs.</p> <p>New fees and charges will be put in place for the new budget year 2017/2018.</p>
<b>Legal</b>	<p>Thanet District Council has a duty of care to ensure that events are managed safely and that all the relevant departments and agencies are working effectively in partnership to achieve this.</p> <p>Within the Events Policy is listed the legislation and guidance that are relevant to the event process, however this is not an exhaustive list.</p> <p>Through the internal consultation of the Policy, Legal Services have reviewed and commented on the Draft Events Policy.</p> <p>Due regard must be had to the Public Sector Equality Duty generally and in relation to the implementation of changes to fees and charges.</p>
<b>Corporate</b>	<p>The Policy will direct and support the Council to follow the key processes and procedures when putting through events. It is a new corporate document that will inform over the next three years, officers, members, organisations and Event Organisers.</p> <p>The policy will complement the Council's Vision and Corporate Priorities including:</p> <ul style="list-style-type: none"><li>• <b>Priority 1: A clean and welcoming environment</b> A variety of events that encourage pride in our district and leave the site clean.</li><li>• <b>Priority 2: Supporting neighbourhoods</b> The policy contributes to this priority by helping people to make better lifestyle choices and engage in a broad range of sports, leisure and coastal activities within our communities and to improve community safety.</li></ul>

	<ul style="list-style-type: none"> <li>• <b>Priority 3: Promoting inward investment and job creation</b> This policy contributes to this priority by encouraging community groups, organisations and businesses to put on events which support the local and visitor economy to grow.</li> </ul>								
<b>Equalities Act 2010 &amp; Public Sector Equality Duty</b>	<p>Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.</p> <p>Protected characteristics: age, gender, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy &amp; maternity. Only aim (i) of the Duty applies to Marriage &amp; civil partnership.</p> <table border="1"> <tr> <td colspan="2">Please indicate which aim is relevant to the report.</td></tr> <tr> <td>Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,</td><td>√</td></tr> <tr> <td>Advance equality of opportunity between people who share a protected characteristic and people who do not share it</td><td>√</td></tr> <tr> <td>Foster good relations between people who share a protected characteristic and people who do not share it.</td><td>√</td></tr> </table> <p>The Council works with a diverse range of event organisers from a variety of different cultures and backgrounds. We are committed to assist event organisers to deliver a provision of multi-cultural events promoting community cohesion.</p> <p>The policy supports the ability of events to contribute towards the council's equality duties including:</p> <ul style="list-style-type: none"> <li>• Advance equality of opportunity between people who share a protected characteristic and those who do not; and</li> <li>• Foster good relations between people who share a protected characteristic and those who do not.</li> </ul> <p>Events can do this by:</p> <ul style="list-style-type: none"> <li>• Removing or minimizing disadvantages suffered by people due to their protected characteristics.</li> <li>• Taking steps to meet the needs of people from protected groups to participate in public life or in other activities where their participation is disproportionately low.</li> </ul> <p>An Equality Impact Assessment (EIA) is being carried out throughout the development of the Event Policy and procedures. This report is part of that process by including the Overview and Scrutiny Panel to contribute to the final evaluation. As well as an internal consultation, the Events Policy will also be going out to external stakeholders for an engagement and awareness raising process.</p> <p>The Equality Impact Assessment (EIA) (Annex 5) is an ongoing process and once the Events Policy has been through the complete process of engagement and awareness raising full analysis will be completed.</p>	Please indicate which aim is relevant to the report.		Eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act,	√	Advance equality of opportunity between people who share a protected characteristic and people who do not share it	√	Foster good relations between people who share a protected characteristic and people who do not share it.	√
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<b>CORPORATE PRIORITIES (tick those relevant)✓</b>	
A clean and welcoming Environment	✓
Promoting inward investment and job creation	✓
Supporting neighbourhoods	✓

<b>CORPORATE VALUES (tick those relevant)✓</b>	
Delivering value for money	✓
Supporting the Workforce	✓
Promoting open communications	✓

## **1.0 Introduction and Background**

- 1.1 Thanet has historically had a popular and varied event calendar due to its creative and cultural heritage. Events play a vital part of the visitor experience that Thanet aspires to achieve and they help draw visitors to Thanet as a destination. They are also an essential part of building and bringing together local communities.
- 1.2 Thanet District Council is committed to supporting events that contribute to our vibrant culture, coastal environment and economy by working with event organisers, partners and agencies to provide a variety of safe and enjoyable events.
- 1.3 The quantity of events has been growing rapidly in recent years which can be seen as an indicator of regeneration and sense of place. There were over 215 events held across Thanet in 2015 and 280 planned in 2016.
- 1.4 However there hasn't always been a clear policy and set of procedures for all parties involved to work from. This has led to discrepancies and inconsistencies in approaches and decisions and ultimately the quality of events on offer.
- 1.5 Our role is to support event organisers through the processes of planning, organising and running an event.
- 1.6 Whilst Thanet District Council recognises the economic impact that events bring in boosting the local economy there are costs to the Council for processing events, the provision of additional services and the use of Thanet District Council land.
- 1.7 The fees and charges schedule is based upon everything that TDC will need to charge to cover its costs for providing additional services and resources ensuring that they are not detracting from other services being provided.

## **2.0 The Current Situation**

- 2.1 The Safer Neighbourhoods Team met with stakeholders and identified what they required from the event process as well as using feedback from event organisers and their own experience and prepared an Events Policy.
- 2.2 This policy has been to all internal departments and key statutory stakeholders for engagement to ensure that the items relating to their areas of expertise are accurate prior to wider engagement and awareness raising.
- 2.3 The policy is aiming to provide clarity and clear boundaries on a set of policies, processes and procedures for event organisers. There is a framework for what departments are responsible for, giving clarity to specific policies, roles and responsibilities.

2.4 Corporate Management Team has viewed the draft policy and has agreed that wider engagement and awareness raising can take place. All Councillors have been provided with the document and external consultation has begun.

2.5 Key changes include

- It is proposed in the Events Policy that the Council identify areas owned by TDC to be used to display large advertisements for local events by TDC applying for advert consent for these sites.
- An Event Journey has been created that proposes a comprehensive application and approval process that ensures that events are only given permission once all steps in the process have been correctly carried out by the applicant.
- Private fitness businesses that use Council land/open spaces will need to go through the Estates Team, providing an event notification form, risk assessment, Public Liability Insurance and copies of relevant qualifications. There will be an expectation that where there has been the use of Council Land, the area will be cleared up otherwise there may be a charge for any clear up.
- New fees and charges schedule based on the type of land hired as well as the type of event
- Introduction of an administration fee and deposit.
- Recharge of the cost of additional TDC services

### **3.0 Options**

3.1 To not the proposed policy and provide feedback including suggested changes and areas to explore.

3.2 To note the proposed policy and do not provide feedback.

### **4.0 Next Steps**

4.1 Engagement and Awareness Raising

Presenting this to the Overview and Scrutiny Panel is part of this process. Any amendments recommended by the Overview and Scrutiny Panel will be considered and the policy will adjusted as part of the engagement process prior to it going back to CMT and then Cabinet.

An external engagement and awareness raising process with stakeholders will commence to ensure equity and equality.

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	Rob Kenyon, Director of Community Services, PA: 01843 577071

### **Annex List**

Annex 1	Draft Events Policy – 2016
Annex 2	Event Safety Advisory Group – Terms of Reference
Annex 3	Event Application Process and Approval
Annex 4	Events Notification Form
Annex 5	Equality Impact Assessment

## Background Papers

Title	Details of where to access copy
Please refer to the list of legislation that has been referred to in Annex 1, Section 6.0 page 8.	

## Corporate Consultation

<b>Finance</b>	Matt Sanham, Corporate Finance Manager
	Karen Paton, Strategic Procurement Manager
<b>Legal</b>	Colin Evans, Assistant Litigation Solicitor