

CABINET

13 September 2022

EVENTS POLICY

Report of the Portfolio Holder for Communities, Environment and Climate Change

Strategic Priority:	A Special Place	
Key Decision: Yes	Forward Plan Reference: FP/080722	
Exempt Information	N/A	
Cabinet Member(s) Responsible:	Cllr Marc Oxley, Portfolio Holder for Communities, Environment and Climate Change	
Contact Officer(s):	Penny Sharp, Strategic Director for Places	01572 758160 psharp@rutland.gov.uk
	Robert Clayton, Head of Culture and Registration	01572 758435 rclayton@rutland.gov.uk
Ward Councillors	All	

DECISION RECOMMENDATIONS

That Cabinet:

1. Approves the Events Policy attached as Appendix A subject to any minor amendments proposed by Members of the Safety Advisory Group.
2. Delegates authority to the Director – Places, in consultation with the Portfolio Holders for Culture and Economic Development, to finalise the Events Policy following feedback from the Safety Advisory Group.

1 PURPOSE OF THE REPORT

- 1.1 To present to Cabinet draft Events Policy for consideration and approval, in order to ensure the safe and orderly conduct of public events within the County, building on existing practice across Leicestershire and Rutland.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 A vibrant and diverse range of events and activities take place in Rutland, many organised by committed individuals and experienced community groups, which benefit the County's residents, and generate revenue for the County's economy.
- 2.2 The vast majority of public events take place without incident. The Council wishes

to encourage residents to engage in culturally enriching activities and does not wish to impose administrative burdens on communities. However, there are occasions when plans for public events cause risks and hazards which require oversight to ensure the safety of the community. Officers have drafted a policy to define the circumstances where oversight of events is required, and a notification process.

2.3 The draft Policy does not require the Council to issue approvals for small events in the normal course of events.

3 SCOPE OF THE EVENTS GUIDELINES

3.1 At present, event organisers are requested to complete event notifications, risk assessments and management plans if their event will have:

- 500 or more people attending
- VIP attendance
- military attendance
- an impact on the highway
- an impact on the community

3.2 Event documents are circulated for comment to the County's Safety Advisory Group, which includes the Police, Fire Service, Ambulance Service, Waste, Highways, Transport and other colleagues. Advice from the group is issued to the event organisers to ensure that any concerns which may arise and risks to public order can be addressed.

3.3 Where events meeting the conditions above are proposed to take place on County Council-owned land, including the public highway, the Council must assess the potential for liability arising from the activity. The draft Policy outlines circumstances where the Council may consider withholding consent for events to take place.

4 CONSULTATION

4.1 The Portfolio Holder has been consulted.

5 ALTERNATIVE OPTIONS

5.1 Cabinet may direct amendments to the draft Policy.

5.2 Cabinet may decide not to approve the Policy.

6 FINANCIAL IMPLICATIONS

6.1 The current system of event notification review imposes a cost burden on the authority which is met through current staffing budgets. Events taking place on Council property require additional scrutiny and may require enhanced security measures. These costs should be borne by the event organisers.

6.2 Fees and charges are set every year by Council as part of the budget setting process in line with Finance Procedure Rules. The scope of the fees typically set

relates to those goods and services which the Council provides in line with its statutory duties (e.g. licences etc.) alongside discretionary fees where a specific rate can be set. Other fees and charges such as CIL or rents are set using a different process.

6.3 The Council will set standard charges for administering small, medium and large event applications as part of its annual fees and charges process to come into effect from 1 April 2023.

6.4 The Director for Resources and the Director for Legal & Governance will be working with the Constitution Commission to review the Finance Procedure Rules. In some cases the costs for an event will vary due to the nature of the event itself, and a flat rate cannot be used. In these cases, it is deemed appropriate that Council can determine a principle of full cost recovery for events or could determine not to charge or subsidise any costs.

7 LEGAL AND GOVERNANCE CONSIDERATIONS

7.1 No additional comments.

8 DATA PROTECTION IMPLICATIONS

8.1 A Data Protection Impact Assessment (DPIA) has been completed. No adverse or other significant risks / issues were found arising from Cabinet considering this issue. A copy of the DPIA can be obtained from Robert Clayton, rclayton@rutland.gov.uk

9 EQUALITY IMPACT ASSESSMENT

9.1 An Equality Impact Assessment (EqIA) has been completed which outlines the potential areas of impact.

10 COMMUNITY SAFETY IMPLICATIONS

10.1 Although the vast majority of events that take place in the County do so without incident, there is sometimes the potential for outbreaks of public disorder or anti-social behaviour by attendees, who may not live in the County.

11 HEALTH AND WELLBEING IMPLICATIONS

11.1 In a limited number of circumstances, including under pandemic conditions, risks may arise from public events. The draft Guidelines outline the circumstances under which public health concerns are considered. There is also the potential that a change of law, as experienced during the Covid-19 pandemic, may alter the rules under which the Council operates.

12 ORGANISATIONAL IMPLICATIONS

12.1 Environmental implications

12.2 The Event Notification process includes a requirement for organisers to consider the environmental impact of their event, including the generation of waste and its disposal.

13 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

13.1 This report presents a draft Events Policy for Cabinet consideration.

13.2 Approval of the Policy will assist in ensuring the safe and orderly conduct of major public events within the County, through consultation with the Safety Advisory Group, building on existing practice across Leicestershire and Rutland.

14 BACKGROUND PAPERS

14.1 There are no additional background papers to the report.

15 APPENDICES

15.1 Appendix A – Draft Events Policy

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

Appendix A.

Draft Events Policy