

Report of the Assistant Director (Communities and Culture)

Parks and Open Spaces Events Protocol 2011

Summary

1. This report asks the Cabinet Member to approve a revision to the Events Protocol for the Council's parks and open spaces.

Background

2. The first Events Protocol was agreed in 2005 and was updated to include a page of guiding principles for event management in April 2010. The aim was to ensure that while the spaces were welcoming for events operators at the same time licensing requirements and the concerns of the local community were appropriately addressed.

Consultation

3. It is recognised that the Events Protocol evolves as part of a reiterative process. Since the last update of the guiding principles in April 2010 we have had feedback from events organisers, the Safety Advisory Group, the Environmental Protection Unit and Council events staff. Following the local council elections in May councillors have also indicated changes that they would like the Cabinet Member to consider.
4. Key issues addressed in the revised protocol in the light of this feedback are:
 - A proposed option to require a monetary bond from events organisers if they have previously failed to comply with the guidance set out in Part A of the Events Protocol
 - The desirability of accommodating the increasing variety of events that are requesting use of these spaces
5. The Council's events team are expected to maximise the income from hiring these spaces for commercial activities with a budget

target of £ 34k in 2011/12; however, this target needs to be balanced with facilitating access for community events and events that support our corporate priorities. When charges are made these take into account the scale and type of event, the potential impact on the land and how closely the proposed activity supports the corporate priorities.

Options

6. The principal options are to:
 - maintain the status quo
 - adopt the proposed amendments to the protocol in Annex 1
 - adopt the proposed protocol with further amendments

Analysis

7. Following the introduction of the guidance for events managers in 2010 there have been some instances where the provision of documentation has not been timely or complete, leading to concerns over the management of the event. Similarly there have been instances where those hiring the land from the council have not complied with the site premises licence and have put at risk the Council's ability to retain a premises licence for that site.
8. The proposed "good behaviour" bond would encourage compliance with our events guidelines while ensuring the Council could continue to offer the widest variety of events and activities on our licensed sites. The bond would only be invoked in the following circumstances:
 - Where the events organiser had previously failed to provide the documentation to the timetable set out in Part A, Section 1 of the Events Protocol
 - Where complaints about the running of a previous event by the same events organiser had been upheld within the Council's Events and Festivals Complaints Procedure
 - Where events organisers cannot satisfactorily demonstrate previous events experience or provide suitable references
 - Where the Council has previous experience of late settlement of outstanding accounts

9. The proposed changes to Events Protocol would also ensure that a greater range of events can be hosted at more sites across the city giving us greater flexibility in both location and timing of events.

Corporate Priorities

10. The Events protocol contributes to a number of corporate objectives including growing the economy and developing opportunities for residents and visitors to experience York as a vibrant and eventful city.

Implications

11. If further amendments are introduced then how these might affect our ability to meet the income target should also be taken into account.
12. **Equalities:** The Events team place a high priority on using the Parks and Open Spaces to support the council's equalities and social inclusion agenda. The Events Protocol requires events organisers to ensure an equality of access to their event and full compliance with the Equalities legislation.
13. **Legal:** There are no legal implications associated with the recommendations of this report
14. There are no Finance, Highways, Human Resources, Crime and Disorder, Information Technology or Property Implications arising from this report.

Risk Management

15. In compliance with the council risk management strategy there are no risks associated with the recommendations of this report.

Recommendations

16. The Cabinet Member is asked to approve the revised Events Protocol set out in Annex 1.

Reason: To make the city's parks and open spaces more vibrant and ensure the events management principals are observed by all parties.

Contact Details

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Report Approved

Date

2
September
2011

Wards Affected

All

For further information please contact the author of the report

Background Papers:

An Event Protocol for Local Parks and Open Spaces: Report to the Executive Member for Leisure and Heritage 16 May 2005

An Event Protocol for Local Parks and Open Spaces: Report to the Executive Member for Leisure and Heritage 12 December 2005

Draft Events Protocol: Report to the Culture and Learning Scrutiny Committee 12 March 2010

Parks and Open Spaces Events Protocol: Report to the Executive Member for Leisure, Culture and Social Inclusion 13 April 2010

Annexes

Annex 1: Events Protocol for Parks and Open Spaces, September 2011