
Executive Member for Leisure, Culture and Social Inclusion

13 April 2010

Report of the Assistant Director (Lifelong Learning and Culture)

Parks and Open Spaces Events Protocol

Summary

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

Background

2. The first Events Protocol was agreed in December 2005. It aimed to make the city and its parks and open spaces more welcoming for events organisers whether from the local community or commercial operators. It set out the responsibilities of the events organiser and, following consultation with local communities, the agreed type of activity that could take place on each site.

Consultation

3. We have informally reviewed the protocol with "Friends" organisations over the intervening period and have logged feedback received from members of the public following events. Changes to the licensing laws, comments from the Learning and Culture Scrutiny committee, advice from the Safety Advisory Group, Highways and the Environmental Protection Unit have also been incorporated in this revised protocol.
4. The feedback received has informed the changes to the Events Protocol. This now sets out how we propose to operate the letting and hiring of the Parks and Open Spaces within the leisure land portfolio and what expectations are placed on the events organisers.

Key Issues

5. From the consultation process we have made changes in the protocol to reflect the following: -
 - increased requirements on events organisers to submit timely health and safety information
 - the recognition that Rawcliffe Country Park has slightly different operational requirements than our other large open spaces

- the increasing variety of activities that are looking to use these spaces as their venues.
6. The protocol does not have a published list of charges for hiring the spaces as the Events Officer is expected to maximise the income from commercial activities and use the access to the space to support community events. However, it has to be flexible enough to support the realisation of the income target associated with the hiring of this land. The income target in 2010/11 is £32.5K. When charges are made these take into account the scale and type of the event, the potential impact on the land and how closely the proposed activity supports the corporate objectives.

Options

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

Analysis

8. Although it would be possible to maintain the current protocol there may be increased risks to the council in timeous compliance with premises licences and health and safety regulations. The protocol in Annex 1 not only puts a clear focus on events organisers complying with the licenses and procedures it also gives clarity to the types of events that can be accommodated at the various categories of site identified.
9. In producing this revised protocol we have taken account of valuable events feedback from organisers, both commercial and community and have balanced the requirements for income generation with land management, changes to the licensing procedure and feedback on events from the local community and council members.

Implications

10. If further amendments are introduced then and account of how these might affect our ability to meet the income target should also be taken into account.
11. The report has no additional implications relating to:
- Human Resources
 - Legal
 - Crime and Disorder
 - Information Technology
12. The Events Protocol requires events organisers to ensure an equality of access to their event and full compliance with the Disability Discrimination Act requirements.

Corporate Objectives

13. The Events Protocol contributes to a number of corporate objectives including developing opportunities for residents and visitors to experience York as a vibrant and eventful city, improving opportunities for a healthy, active lifestyle, and strengthening York's economy through investment in the tourism infrastructure.

Risk Management

14. In compliance with the Council's risk management strategy there are no risks associated with the recommendations of this report.

Recommendations

15. The Executive member is asked to approve the revised Events Protocol set out at Annex 1.

Reason: To make the city's parks and open spaces more vibrant.

Contact Details

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**Report
Approved**



Date 22.3.10.

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

Annexes

Annex 1: Revised Events Protocol