

Executive

28 September 2017

Report of the Children, Education & Communities Policy & Scrutiny Committee

Tour de France Scrutiny Review - Cover Report

Introduction

1. This cover report presents the final report from the Tour de France Scrutiny Review and asks the Executive to approve the recommendations arising from the review.

Review Recommendations

2. The Children, Education & Communities Policy & Scrutiny Committee was pleased to note that a number of improvements had been made, as a result of the lessons learnt from the Tour de France project. Noting those improvements, the Scrutiny Task Group agreed a number of their proposed recommendations had already been implemented (see table in Annex A at paragraph 73). However, they proposed a number of further recommendations were required to ensure the appropriate project management of major events in the future, and these were considered and endorsed by the full Scrutiny Committee in early July 2017. Those recommendations are listed below for the Executive's consideration:
 - i. The engagement of any external promoters, providers or contractors must be carried out in accordance with CYCs procurement rules, and the Procurement Team must be consulted as part of the procurement process before any written contract document is drafted or any implied contract is created.
 - ii. In regard to the involvement of Councillors by organising bodies e.g. CYC, Make it York etc, in any future significant events or any possibly controversial smaller activity:
 - A thorough assessment of the current local political situation should be made and reviewed as part of the consideration / planning stage.

- Ward Member(s) in which an event(s) is to be held must be consulted as plans for the event are being drawn up and before they are made public.
- All Councillors should be kept updated to seek cross-party consensus.

iii. Project work must be allocated to staff at the appropriate level so that managers and team leaders are not unnecessarily diverted on to lower level work.

iv. Staff leave during the critical period before delivery of any event must be carefully managed and restricted where necessary to ensure that event planning and delivery continues in accordance with the overall timetable.

3. In regard to the appropriate promotion of future major events:

v. Arrangements for publicity must be planned before the event, and advertising and publicity for events must be checked for accuracy before implementation.

vi. Plans for public engagement meetings must take account of any anticipated objections from Ward Members, existing community groups or groups of residents. Such engagement meetings must take place in or near to the relevant area and proper notice of such events must be given.

4. To ensure the risks associated with future major events are assessed and mitigated effectively:

vii. The event manual for each planned event must be prepared and supplied to the SAG and event management staff by the required pre-event deadline.

viii. For those events where ticket sales are required, in order to mitigate any associated financial risk, arrangements for monitoring ticket sales must be made before tickets go on sale and an effective method for the continuous assessment of sales against targets put in place. Any proposed price changes or special offers to boost sales must be assessed and agreed before implementation.

- ix. Where an additional event is proposed to be run alongside an existing externally-originated programme, it must be agreed from the outset that this can be done and that no element of competition is anticipated.

Implications

5. There are no Legal, HR, Financial, Crime & Disorder, IT or Equalities implications associated with the recommendations arising from this review.

Risk Management

6. The corporate project framework guides project staff to develop and manage risk registers from an early stage of the project (Pre-project right through to closure, with risk workshops). All elements that have been identified as “in the scope” of the project should be assessed for risk, and controls and actions put in place to mitigate the risk.
7. In regard to recommendations vii – ix, a key part of the corporate project framework process, is to ensure that it is clear what is “in scope” and what is “out of scope” (exclusions). This will be clearly written into the Project Initiation Document. If an item is not in the initial scope of a project, there will need to be a change control process, through the project board, that either formally places the item “in scope” explaining the adjustments to the business case, plan and risks, or articulates the arrangements that will be in place if it is “out of scope”, because there is a clear link between the project and the new item. This will be reflected in board minutes and decisions.

Council Plan 2015-19

8. The Tour de France provided the council with an opportunity to impress visitors, businesses and residents with the quality of the city, and its legacy continues to increase visitor numbers and opportunities for income generation, thereby supporting the ‘Prosperous City for All’ priority of the 2015-19 Council Plan.

Options

9. Having considered the final report at Annex A, the Executive may choose to amend and/or approve, or reject the recommendations arising from the review

Recommendation

10. Having considered the final report and its annexes, the Executive is recommended to approve the recommendations as set out in paragraphs 2 & 3 above.

Reason: To conclude the Scrutiny Review in line with CYC Scrutiny procedures and protocols.

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Specialist Implications Officer(s) N/A

Wards Affected:

All

For further information please contact the author of the report

Background Papers: None

Annexes:

Annex A – Tour de France Scrutiny Review Final Report