

URN 21-188

Subject: Great Yarmouth Events Working Group

Report to: Policy & Resources Committee 30th November 2021
Full Council 9th December 2021

Report by: Iain Robertson, Major Projects & Development Director

SUBJECT MATTER

Each year the Council receives applications for events, fairs, attractions, and activities proposed to take place on Council land and property. Some of the events are annual and regular attractions and others occur on an ad hoc basis. Applications are received by events and property services and processed via a risk assessment, negotiations on revenue and licencing arrangements. Events can impact local communities and Ward Members become interested in such operations particularly after some adverse impact or activity is caused.

In addition, seafront and other attractions enhance the tourist and visitor offer but currently it is officers who are delegated to make decisions on those attractions being sited within the District.

In the interests of transparency, and to protect Council officers in decision making it is considered good governance to involve Members in such activities so that they are briefed and informed of forthcoming events, attractions, fairs, and associated activities so that there is better awareness and communications.

RECOMMENDATION

That the Events Working Group be established:

- 1) To inform Members about forthcoming activities, events fairs on Great Yarmouth Borough Council land and property.**
- 2) The Working Group would act as a forum for consultation and awareness on decisions that might be regarded as operational/commercial.**
- 3) P&R Committee invite interested Members to join the Working Group.**

1. Introduction and Background

Each year the Council receives applications for events, fairs, attractions, and activities proposed to take place on Council land and property. Some of the events are annual and regular attractions and others occur on an ad hoc basis. Applications are received by both the events team and property services and processed via a risk assessment, negotiations on revenue and licencing arrangements. Events can impact local communities and Ward Members become interested in such operations particularly after some adverse impact or activity is caused.

In addition, seafront and other attractions enhance the tourist and visitor offer but currently it is officers who are delegated to make decisions on those attractions being sited within the District.

In the interests of transparency, and to protect Council officers in decision making it is considered good governance to involve Members in such activities so that they are briefed and informed of forthcoming events, attractions, fairs and associated activities so that there is better awareness and communications.

The relevant officer representation on this Group should be:

- CEO
- Sponsor ELT Strategic Director
- Monitoring Officer or legal representative
- Finance representative
- Environmental Health representative
- Head of Property & Asset Management
- Head of Communications

2. Current Position

2.1. The total number of activities and events easily totals more than 100. This year has seen a significant increase in the use of land for ad hoc/advertising purposes as well as one day events. Applications for events usually come in via the internet and an electronic form of direct to either the events team or property services. Consideration is given to the date and type of event together with the area required. Events are not necessarily for one location and again as we have seen this year can involve roving music events across a range of locations. If larger events are requested there is a need for the Event Safety Group to review the proposals and identify any actions/issues.

2.2. As a term of reference for a proposed working group:

Working groups are used to give consideration to complex matters before the decision-making process begins, or to examine particular aspects of a major project (e.g. the design aspects of the Marina Centre)

When a meeting is set up to establish a working group, the composition and chair are agreed and the terms of reference set.

Working groups do not have to be politically balanced. They can be comprised of all officers/all members/a mix and can include externals if appropriate.

Being informal bodies, working groups are not bound by meeting rules, and officers are not precluded from active participation. However, working parties are advisory and not decision-making bodies.

Reports of working groups are made to the appropriate committee(s)

They do not have any direct spending authority, as a service committee would

3. Proposal

- 3.1. To establish a Working Group with Officers and Members appointed by the P&R Committee for Great Yarmouth Events, Activities, Fairs

The relevant officer representation on this Group should be:

- CEO
- Sponsor ELT Strategic Director
- Monitoring Officer or legal representative
- Finance representative
- Environmental Health representative
- Head of Property & Asset Management
- Head of Communications

4. Risk Implications

- 4.1. Events and activities applications will be considered on their merits and risk assessments provided by the organisers to be reviewed by GYBC and reported to the proposed Member Liaison Group for information.

5. Financial Implications

- 5.1. None

6. Risks

A Risk Register forms part of events planning.

7. Legal Implications

None

8. Conclusion

That Officers:

- 1) Establish and organise the setting up of the Working Group and draft Terms of Reference in advance of the inaugural meeting
- 2) Organise a programme of meetings should be held 'ad hoc' and when there are sufficient or important items for consideration and information
- 3) Respectfully request P&R Committee to nominate Members for the Working Group

9. Background Papers

- 9.1. None

Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?

Area for consideration	Comment
Monitoring Officer Consultation:	Consulted
Section 151 Officer Consultation:	Consulted
Existing Council Policies:	
Financial Implications (including VAT and tax):	None
Legal Implications (including human rights):	None
Risk Implications:	None
Equality Issues/EQIA assessment:	Accessibility will be considered as part of events and activities planning
Crime & Disorder:	None
Every Child Matters:	Not applicable