

# Corporate Policy & Strategy Committee

10am, Tuesday 6 August 2013

## Review of Events Governance

Item number	7.4
Report number	
Wards	All

### Links

Coalition pledges	<a href="#">P24</a>
Council outcomes	<a href="#">CO20</a>
Single Outcome Agreement	<a href="#">SO1</a>

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# Executive summary

## Review of Events Governance

### Summary

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The purpose of this report is to inform members of the commencement of a short review of the governance and management of events, and to provide an indication of the emerging scope of the review.

### Recommendations

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It is recommended that the Corporate Policy & Strategy Committee:

- 3.1.1 Notes the intention to carry out a review of events governance as set out in this report; and
- 3.1.2 Notes that the outcome of the review will be reported back to this committee on 5 November 2013.

### Measures of success

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A measure of success will be a more streamlined and transparent approach to events governance.

### Financial impact

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The review will involve contributions from staff mainly in Corporate Governance and Services for Communities and at no additional cost to the Council.

### Equalities impact

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There are no impacts on equalities as a result of this report but an impact assessment will be undertaken as part of the review.

### Sustainability impact

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None.

### Consultation and engagement

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The review will include consultation and engagement with officers, elected members and potentially external event organisers. Further detail is provided in the report.

### Background reading / external references

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None.

## Review of Events Governance

### 1. Background

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- 1.1 The Council has an events strategy which is designed to deliver a variety of well established and new events across the city which interest residents and visitors alike. The intention is to improve quality of life, attract interest in the city from investors and tourists, and reflect the importance of Edinburgh as a capital city. The city secures new events through competitive bidding, supports requests from organisations who wish to promote an event in Edinburgh, and responds to unplanned events which usually arise because of Edinburgh's status as the capital city.
- 1.2 The governance and management of events is distributed across a variety of services including Culture and Sport, Licensing, Transport, Corporate Property, Planning and Building Standards, Parks and Greenspace, Finance. This can naturally lead to inconsistency and in 2009 the Council approved a report which set out a number of actions to improve the planning and management arrangements in relation to approving events within the city.
- 1.3 A number of actions have been taken forward, notably:
  - Establishment of the Events Management Group, with officer membership across Council services, providing a shared forum for oversight and co-ordination of the city's events;
  - Adoption of the Edinburgh Parks Events Manifesto, intended to allow a strategic and proactive approach to planning and managing events within Edinburgh's parks and greenspaces.
- 1.4 However there remains a view that there is a lack of consistency and transparency across the different types of events for which applications are made and the process which requires to be followed. Also the stated intention of establishing a one door approach to provide one route into the Council for events promoters, and a single events budget, has not been fully realised.

## 2. Main report

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- 2.1 Whilst arrangements have been put in place to manage and co-ordinate events in the city, there is a perception that good practice is not being consistently applied, that there is not always clarity in relation to the process for approval of events, and that there is scope to improve the customer experience for event organisers.
- 2.2 It is therefore intended to carry out a review to recommend clear and consistent policies and processes to be applied in determining which events will take place in the city. This will be done in the context of supporting the intention of the Events Strategy. The review will also make recommendations for the establishment of a “one stop shop” approach for event organisers.
- 2.3 The review will be led by the Corporate Programmes Office with contributions from officers in Services from Communities and Corporate Governance and is intended to produce the following deliverables:
- A clear definition of an event for the purpose of determining when an approval process is required;
  - A clear and transparent application and decision making process for approving events, which includes both forward planning for known events and suitable arrangements for unforeseen events;
  - An assessment of the current charging arrangements;
  - Recommendations for establishing a “one stop shop” approach for event organisers when dealing with the Council.
- 2.4 It is not intended to conduct an audit of all current events to establish whether they have met the criteria but it is expected that through the course of the review specific examples will be highlighted. The focus of the review will be to deliver improvement going forward.
- 2.5 Fact finding for the review, including stakeholder meetings, has already commenced and is expected to continue until mid August with a draft report being prepared by the end of August. Recommendations will then be tested with stakeholders with a final report being available for the Corporate Policy & Strategy Committee on 5 November 2013.

## 3. Recommendations

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- 3.1 It is recommended that the Corporate Policy & Strategy Committee:
- 3.1.1 Notes the intention to carry out a review of events governance as set out in this report; and

3.1.2 Notes that the outcome of the review will be reported back to this committee on 5 November 2013.

**Alastair Maclean**

Director of Corporate Governance

**Mark Turley**

Director of Services for Communities

## Links

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<b>Coalition pledges</b>	P24 – Maintain and enhance support for our world famous festivals and events.
<b>Council outcomes</b>	CO20 – Culture, sport and major events – Edinburgh continues to be a leading cultural city where culture and sport play a central part in the lives and futures of citizens.
<b>Single Outcome Agreement</b>	SO1 – Edinburgh’s economy delivers increased investment, jobs and opportunities for all.
<b>Appendices</b>	None