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**REPORT FOR: CABINET**

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<b>Date of Meeting:</b>	15 October 2015
<b>Subject:</b>	Events Policy
<b>Key Decision:</b>	Yes
<b>Responsible Officer:</b>	Venetia Reid-Baptiste, Divisional Director of Commissioning Services
<b>Portfolio Holder:</b>	Councillor Graham Henson, Portfolio Holder for Environment, Crime and Community Safety
<b>Exempt:</b>	No
<b>Decision subject to Call-in:</b>	Yes
<b>Wards affected:</b>	All
<b>Enclosures:</b>	Appendix A – Events in Harrow Policy (including Application Forms and Proposed Charges) Appendix B - EqIA

## **Section 1 – Summary and Recommendations**

This report presents the Events in Harrow policy 2015 for approval. This policy sets out the key principles with which Harrow Council with its key partners approach the authorisation and management of events within the borough. The principles are based on a range of requirements which arise from legislation and the council's formally adopted policies. The approach is

applicable to events that impact on the public realm, whether the event is held at publicly managed streets, parks or open spaces.

### **Recommendations:**

Cabinet is requested to:

- a. Approve the draft events policy for consultation purposes.
- b. Authorise the Divisional Director of Commissioning Services to take all necessary steps to consult on the proposed policy.
- c. Note that the outcome of the consultation will be reported back to Cabinet with any amendments considered appropriate, for final approval by Cabinet.
- d. Note the application forms and terms and conditions.

### **Reason: (For recommendation)**

To ensure the Council balances the need to hold events with its obligations to residents, businesses and visitors, ensuring that these activities continue to be regarded by all as safe, lawful, successful and fair. To ensure that Members and the public are aware of what level of service will be delivered. To make public how this delivery will be monitored.

## **Section 2 – Report**

### **1. Introduction**

- 1.1 This policy sets out the key principles with which Harrow council with its key partners approach the authorisation and management of events within the borough of Harrow. The principles are based on a range of requirements which arise from legislation and the council's formally adopted policies. The approach is applicable to events that impact on the public realm, whether the event is held at publicly managed streets, parks or open spaces.
- 1.2 The council will go through careful planning and consultation so that benefits from events can be maximised while disruption to the specific location, the local environment, local residents and the local business community can be kept to a minimum. The council's overall strategy is to actively facilitate events and to promote the borough as a place of business, culture and community. The vision is "To enable the delivery of a diverse events programme that creates a vibrant place to visit whilst ensuring the sustainable use of Harrow's open spaces".
- 1.3 This document does not apply to events held on private property such as night clubs, bars, restaurants, community centres and function halls.
- 1.4 For the purposes of this policy an "event" is defined as any activity in Harrow's parks, open spaces or adopted highway which takes place

over a limited period only, and which – whether open to the public or not – may restrict access to (all or some of) the open space, thus affecting the “normal” recreational use and quiet enjoyment of public facilities. This includes filming in Harrow’s parks, open spaces or adopted highway, where we will work with film production companies.

1.5 Until now the council has not explicitly stated what will be expected of promoters and organisers of events when operating in Harrow and how the council reaches a view on whether an event is practical or appropriate. By setting out the key principles the council aims to make the process transparent leading to more successful and efficiently planned events.

1.6 The objectives of this policy are to:

- Communicate clearly the council’s events policy to those who either reside, work in or visit the Borough
- Engage residents through inclusive and diverse events, ensuring clear and transparent events and charging policies
- Ensure suitable use of parks and open spaces
- Support the development of Localism to empower and assist local communities to initiate, participate and manage events
- Enable the delivery of an events programme that creates a lively and vibrant experience by marketing outdoor event locations to raise the profile of parks and open spaces in the borough.
- Provide a clear guideline for events staff to apply consistently

1.7 This policy links directly to the council’s corporate objectives of:

- Making a difference for Communities – for example by promoting social engagement and a sense of community respect, belonging and identity.
- Making a difference for Local Businesses – for example, by increasing footfall and promoting economic wellbeing.
- Making a difference for families – for example, by facilitating events in the borough.

## **2. Options considered**

2.1 The policy is needed to facilitate the effective management of events across the borough.

## Option 1- Do nothing

- 2.2 Continuing to hold events in the borough without a policy would mean that there is a continuing lack of clarity and limited understanding of what events are permitted within the borough, the charges for these and the responsibilities of all those involved. It would also mean that activity would continue to be reactive with only short term planning for events.
- 2.3 This option is not preferred by officers.

## Option 2 – Prepare an events policy

- 2.4 Having a formally adopted events policy helps to set out the approach of the council in relation to events and the level of service that can be expected from the council. It reinforces the council's vision for events in Harrow, clarifies activity that the council will undertake and outlines what customers can expect of the service and what is expected of events organisers.
- 2.5 This option is preferred.

## Resources

- 2.6 Funding arrangements for events will not change as a result of this policy. Current staffing will be used and there is no requirement for additional staffing.

## 3. Community & Consultation

- 3.1 Consultation has taken place with key service managers to ensure that the policy aligns with service areas.
- 3.2 Full consultation with the wider community of Harrow is required prior to adopting this policy. Cabinet is asked to authorise full consultation on the draft policy. Results of the consultation will be reported by to cabinet.
- 3.3 The scale, content and impact of each event will be evaluated through the application process and a decision taken at that time on who needs to be consulted in relation to the event. Prior to deciding whether to grant approval for an event, consultation will take place with residents with properties immediately abutting the park/open space, ward councillors, local community groups/Interested Parties, responsible authorities (through the Safety Advisory Group), Portfolio Holder and Director or Nominated Deputy, as appropriate.

## 4. Performance Issues

- 6.1 This policy will be reviewed in light of developing practice, guidance and changing legislation as necessary and in any event every two

years. At the time of review, consultation will take place with appropriate parties. Monitoring the effectiveness of the policy will include measures such as:

- Number of events successfully held
- Percentage of applications agreed/denied
- Diversity of events
- Health and Safety statistics

## **5. Environmental Implications**

- 5.1 The draft policy that approval is sought for will have a positive environmental impact. It recognises the value that effective event management brings to the overall economic viability of the borough. The council's overall strategy is to actively facilitate events and to promote the borough as a place of business, culture and community. The vision is "To enable the delivery of a diverse events programme that creates a vibrant place to visit whilst ensuring the sustainable use of Harrow's open spaces".

## **6. Risk Management Implications**

- 6.2 This policy is not included on the Directorate or any other corporate risk register.

## **7. Legal Implications**

- 7.1 Wedding Ceremonies: Wedding Ceremonies must be conducted in approved premises as per the Marriage and Civil Partnerships (Approved Premises) Regulations 2005. Therefore Harrow Council cannot permit marriages within all its parks and open spaces, unless the park or open space is an approved premise. It follows that only wedding receptions can usually be permitted in parks and open spaces. See the private events section of the draft policy.

- 7.2 Harrow has the power to allow wedding receptions and other types of private events to be conducted in its parks and open spaces.

- 7.3 However this is subject to any limitations in pre existing legislation including a limitation contained in the Open Spaces Act 1906.

- 7.4 Section 10 of the Open Spaces Act 1906 provides

'A local authority who have acquired any estate or interest in or control over any open space or burial ground under this Act shall, subject to any conditions under which the estate, interest, or control was so acquired—

- (a) hold and administer the open space or burial ground in trust to allow, and with a view to, the enjoyment thereof by

the public as an open space within the meaning of this Act and under proper control and regulation and for no other purpose; ...'

- 7.5 Where Harrow parks and open spaces are affected by this Act, it may be possible to permit a private event in such spaces provided that the event organiser is informed that the park or open space must remain freely accessible to the general public while the event is being held.
- 7.6 The draft policy references the applicable legislation to which an event organiser must comply with. However, the Council is not responsible for informing event organisers of their legal obligations in relation to events or otherwise.

## **8. Financial Implications**

- 8.1 The Events Policy will provide a clear and consistent approach on approving events held in public spaces including the fees structure. Appendix A includes the charges, deposits and damages applicable to different types/sizes of events. These are introduced to ensure that the full costs of providing the service are recovered, and will be reviewed as part of the annual fees and charges setting process.

## **9. Equalities implications / Public Sector Equality Duty**

- 8.2 Section 149 of the Equality Act 2010 sets out the Public Sector Equality Duty which requires public authorities to have due regard to the need to:
- eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act
  - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
  - foster good relations between persons who share a relevant protected characteristic and persons who do not share it
- 8.3 The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnership, but to a limited extent.
- 8.4 The broad purpose of this duty is to integrate considerations of equality into day to day business and keep them under review in decision making, the design of policies and the delivery of services so that the potential impact on any protected groups is identified and steps taken to mitigate or remove them.

8.5 An Equalities Impact Assessment (EqIA) has been carried out in relation to this draft policy and is attached to this report (Appendix B). The EqIA did not identify adverse or disproportionate impact on any of the protected groups. Following consultation, the EqIA will be reviewed as the comments will feed into it. This will then be reported back to Cabinet too.

## Council Priorities

The council's vision:

### Working Together to Make a Difference for Harrow

The policy supports the following council corporate priorities.

- Making a difference for Communities – for example by promoting social engagement and a sense of community respect, belonging and identity.
- Making a difference for Local Businesses – for example, by increasing footfall and promoting economic wellbeing.
- Making a difference for families – for example, by facilitating events in the borough.

## Section 3 - Statutory Officer Clearance

Name: Jessie Man	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 01/09/2015		
Name: Paresh Mehta	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 10/09/2015		

<b>Ward Councillors notified:</b>	<b>NO, as it impacts on all Wards</b>
<b>EqIA carried out:</b>	<b>YES</b>
<b>EqIA cleared by:</b>	Hanif Islam

## **Section 4 - Contact Details and Background Papers**

**Contact:** Hanif Islam, Policy & Performance Manager, 020 8424 1548, Hanif.islam@harrow.gov.uk

**Background Papers:** None.

**Call-In Waived by the  
Chairman of Overview  
and Scrutiny  
Committee**

**NOT APPLICABLE**

*[Call-in applies]*