

EXECUTIVE DECISION

made by a Cabinet Member



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – CI 17/18

Decision	
1	Title of decision: Updated booking arrangements for Plymouth Hoe
2	Decision maker (Cabinet Member): Glenn Jordan, Cabinet Member for Culture
3	Report author and contact details: Jamie Yabsley, 01752 307953, jamie.yabsley@plymouth.gov.uk
4	Decision to be taken: <ol style="list-style-type: none">1. To adopt the updated Terms & Conditions and booking process for Plymouth Hoe2. To introduce a financial bond for events to ensure proper reinstatement of Public Realm on Plymouth Hoe following third party events3. To continue to enable access for charitable & community events to take place on Plymouth Hoe4. To delegate authority to the Marketing & Events Manager to make any further changes to the terms and conditions when required.
5	Reasons for decision: <p>The Hoe booking process needs to be updated in light of current guidance concerning event organisers who are now required to have a number of requirements in place; such as an Event and Contingency plan (which would include: traffic management plan, medical plan, welfare plan, site plan, security/marshal plan, bad weather plan, contingency plan, contact details), risk assessment (including a fire risk assessment) and have the appropriate Plymouth City Council licences in place (Public Entertainment Licence, Market Traders Licence, Street traders licence, raised structures licence, charity collections licence) and suitable public liability insurance cover.</p> <p>It is costly and difficult to recover costs in the respect of any reinstatement or clean up following third party events, by introducing a pre event financial bond, the council will be able to resolve any issues.</p> <p>The Hoe booking process needs to consider the increased demand for usage and subsequent wear and tear of Public Realm. In response to this the updated Terms & Conditions manages multiple requests, impact on residents, appropriate working times and significant city events leading up to and including the Mayflower 400 celebrations.</p>
6	Alternative options considered and rejected: Consideration was given to maintaining the existing process however due to the reasons above regarding updated legislations concerning event organisers, the difficult in recovering costs for reinstatement and how the increased demand for the Hoe is managed this is not something that should be considered.

7	Financial implications: There are no direct financial implications to existing budgets, however this will reduce costs to the council for reinstatement following third party events.			
8	Is the decision a Key Decision? (Contact Judith Shore, Democratic Support, 304494 for further advice)	Yes	No	NO
				results in the Council spending or raising annual income by more than £500,000 (or more than £2,000,000 if that is the total cost of a contract award)?
				results in the Council saving more than £1,000,000?
				results in the Council saving less than £1,000,000 and the saving will have a material impact upon service provision such as a significant change or a cessation of service delivery and associated staff redundancies or a significant impact on customers?
				has a significant impact on communities living or working in two or more wards?
If yes, date of publication of the notice in the Forward Plan				
9	Please specify how this decision is linked to the Council's corporate plan 2016 - 19 and/or the policy framework and/or the revenue/capital budget:	Pioneering Plymouth – Best use of Council assets Caring Plymouth – Inclusive Communities Confident Plymouth – Improved Street Scene environment, Plymouth as a destination.		
Urgent decisions				
10	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, the Lead Scrutiny Officer must be consulted before approaching the Chair of the relevant Overview and Scrutiny Committee. Ensure that the Chair signs the report at section 11a and that section 11b is completed <u>after</u> the sign off codes in Section 17 are completed)
		No		(If no, go to section 12)
11a	Signature			Date
	Print Name			
11b	Reason for urgency:			

Consultation				
12	Are any other Cabinet members' portfolios affected by the decision?	Yes	Yes	(If yes, go to sections 13 and 14)
		No		
13	Which other Cabinet member's portfolio is affected by the decision?	Cllr Mike Leaves		
14	Please confirm that you have consulted this Cabinet member	Yes	(No is not an option)	
15	Has any Cabinet member declared a conflict of interest?	Yes		Need a note of dispensation granted by the Council's Monitoring Officer
		No	NO	
16	Which Corporate Management Team member has been consulted?	Name and title	Anthony Payne, Director for Place	
17	Please include the sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DSol1117/18	
		Finance (mandatory)	pl1718.19	
		Legal (mandatory)	SC/28037	
		Human Resources		
		Assets		
		IT		
		Procurement		
Other Information				
18	An Equalities Impact Assessment should be attached to the report			Attached
Briefing report				
19	Is the briefing report attached?	Yes		(No is not an option)
	List (and include a hyper link to) <u>published</u> work/information used to prepare the report.			
	Do you need to include any confidential/exempt information?	If yes, prepare a second, Part II, report and indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box. (Remember to keep as much information as possible in the briefing report that will be in the public domain)		
			Exemption Paragraph Number	

	1	2	3	4	5	6	7
Confidential/exempt briefing report title							


Background Papers

20 Please list all background papers relevant to the decision in the table below.
 Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. A folder or a file should not be cited as a background paper, though individual items within the folder or file may be. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.

Title	Part I	Part II	Exemption Paragraph Number							
			1	2	3	4	5	6	7	
TERMS AND CONDITIONS FOR EVENTS ON PLYMOUTH CITY COUNCIL LAND	X									

Cabinet Member Signature

21 I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget.

Signature		Date of decision	23 June 2017
Print Name	Councillor Glenn Jordan		