



Policy, Finance and  
Development  
Committee

**28 October 2014**

**Matter for Decision**

Title: **Events Policy**

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## **1. Introduction**

The attached Policy was approved by the Licensing and Regulatory Committee at its meeting on 2 October 2014. As it relates to some service areas normally outside the remit of the Licensing Team it is presented to the Policy, Finance and Development Committee for adoption across all Council Services.

## **2. Recommendations**

That the draft Policy attached be approved by the Committee and Road Closure Orders submitted in line with the Policy be delegated to Head of Corporate Resources for determination.

## **3. Information**

The Corporate Resources (Licensing Team) has historically been involved in advising and assisting on a number of events held within the Borough. The team has identified the need for a Policy that can be followed by Council Officers, externally by event organisers and members of the public in order to ensure consistency and greater efficiency in Council services.

Predominantly the Officers involved in the organisation of such events are those belonging to the Environmental Development Team, Environmental Health Team, The Licensing Team and the Town Centre Manager.

When events have previously been held the above teams have been contacted at different stages of the process which has lead to events being organised haphazardly and potentially had propensity to not place health and safety first. Organisers often expect that informing one Officer of the Council or raising a matter at a local resident forum is sufficient notice.

The adoption of this Policy would allow organisers to receive clear information from the outset and places the responsibility on them to make the appropriate enquires and contact the necessary Officers in good time.

The Corporate Resources (Licensing Team) has consulted formally with internal service areas along with along with the Leicestershire Fire and Rescue Service, Leicestershire County Council, Leicester City Councils Market Trading team, the Health and Safety Executive (HSE) and those who have previously organised events through the Council.

6 responses to the consultation were received and the feedback indicates that the Policy is necessary and supported by all.

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**Background Papers:-**

<b>Implications</b>	
Financial (PL)	None.
Risk (AW)	CR – Reputation Damage, CR6 – Regulatory Governance.
Equalities (AW)	An Equality Impact Assessment has been carried.
Legal (KG)	It is good practice to ensure clarity of process and responsibility for such organised events.