

Report of	Meeting	Date
Director (Policy and Governance) (Introduced by the Executive Member for Resources)	Executive Cabinet	17 November 2016

## **EXTERNAL EVENTS POLICY**

### **PURPOSE OF REPORT**

1. This report sets out the policy for how the council will process and approve events on council land that are organised by individuals, groups and organisations external to the council.

### **RECOMMENDATION(S)**

2. That the policy be adopted.

### **EXECUTIVE SUMMARY OF REPORT**

3. With events becoming increasingly popular, it essential that the council has a policy for dealing with event requests from external individuals, groups and organisations. The introduction of the event policy will bring Chorley Council in line with other councils and will help to protect the council's assets to ensure they can be used and enjoyed for future generations. It will also mitigate the risk and liability to the council against health and safety infringements or issues.
4. The report sets out the aim of the external events policy and how adopting the external events policy will clearly outline the role of Chorley Council in events organised by individuals, groups and organisations external to the council.
5. The external events policy will provide a framework for the event approval process within the council. It will define the role and process of the Chorley Event Safety Advisory Group (ESAG) and it will provide a framework and clear guidance on the processes required of the event organiser.
6. The policy applies to all events being held on council-owned land, events in the Chorley borough requiring input from the Chorley ESAG and all events requiring a road closure order.
7. The external events policy clearly states that accountability for external events will sit within the portfolios of the Leader and Deputy Leader. The Director responsible for the site including the Director of Business Development (parks and open spaces and the town centre) and Growth and the Director of Policy and Governance (Astley Park).
8. Officers responsible for the sites will continue to liaise with external event organisers and process the applications in conjunction with other departments across the council; however, officers will now follow an agreed process called the event journey.
9. Applications to organise an event on council land will be judged upon key criteria including the competency of the event organiser to organise a safe event; the information provided by

the event organiser including an event management plan and risk assessment and whether the information is provided in the agreed timescales; evidence of the appropriate level of public liability insurance; the event organiser signing up to and abiding by the new hire agreement; the ability to pay the fees, charges, bond and other associated costs on time and the ability of the organiser to demonstrate that they have liaised with other safety organisations and the Chorley ESAG.

10. If any of the conditions are not met within the timescales the council will consider refusing permission for the event to take place.
11. The council will improve the guidance and information available to event organisers including producing templates for event organisers to adopt.
12. Fees and charges will be introduced to cover the costs associated with processing an event on council land including officer time in processing an event, opening up facilities, clearing up sites, checking structures and food hygiene and the hire or use of extra council equipment such as bins, cones, parking signs, barriers, fencing and gazebos.

<b>Confidential report</b> Please bold as appropriate	Yes	<b>No</b>
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<b>Key Decision?</b> Please bold as appropriate	Yes	<b>No</b>
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#### **REASONS FOR RECOMMENDATION(S)**

13. To formalise and adopt a process for managing external event requests, to protect the council's assets to ensure they can be used and enjoyed for future generations and to mitigate the risk and liability to the council against health and safety infringements or issues.

#### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

14. None

#### **CORPORATE PRIORITIES**

15. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	✓	A strong local economy	✓
Clean, safe and healthy communities	✓	An ambitious council that does more to meet the needs of residents and the local area	✓

#### **BACKGROUND**

16. Chorley Council is committed to enabling events that contribute to its vibrant communities, attract visitors to the area and help to build a strong local economy by working with event organisers, partners and agencies to offer a variety of safe and enjoyable events.
17. Events help to draw visitors to the Chorley borough and encourage residents to come together and get involved in their local community.

18. The aim of the external event policy is to clearly outline the role of Chorley Council (the council) in events that are organised by individuals, groups and organisations external to the council; to give a framework of the event approval process within the council; to define the role and process of the Chorley Event Safety Advisory Group (ESAG) and to give a framework of the processes required of the event organiser.
19. The number of events held in the Chorley borough has grown extensively over the last five years, particularly events held on council land. Events range from small community gatherings, sports races and charity walks to large multi-day carnivals and one day shows.
20. The council may assist events as a facilitator and regulator. When required, the council works alongside the recently established Event Safety Advisory Group (ESAG), which is made up of multiple agencies who work together to review and advise event organisers on safety and welfare at events.
21. Due to the costs associated with processing and facilitating events, the council will aim to introduce charges to pass onto the event organiser. There will be a degree of discretion in applying the charges and all charges will need to be approved by a senior manager or the relevant Executive Cabinet Member.

## **POLICY OBJECTIVES**

22. Chorley Council will support the hosting and organising of events across the Chorley borough that will complement the council's corporate strategy 2015 – 2018 in:
  - a. Enabling and empowering residents to take an active part in their community and have pride in where they live
  - b. Promoting clean, safe and healthy communities by providing a range of recreational activities
  - c. Adding to a strong local economy, increasing Chorley's profile as a visitor destination and promoting a vibrant town centre and villages
  - d. Enabling the council to meet the needs of residents and the local area
23. The policy's objectives are to:
  - a. Outline Chorley Council's role in events across the borough explaining what we want to achieve and how we are going to do it
  - b. Providing a framework for the event application process for running an event and communicate the obligations, responsibilities and limitations which all event organisers have in relation to staging an event on council land
  - c. Providing advice and guidance or signposting organisers to relevant organisations, funding sources, toolkit, training and resources
  - d. Making available information, application forms, template documents and guidance to:
    - enable the organiser to notify the council of an event
    - apply to use council land
    - apply for a road closure
    - plan a safe event

N.B these services will be made available on Chorley Council's website and will also be available in other formats such as paper or email upon request.
24. Guiding how we work with partners through the ESAG. Offer advice to event organisers in respect of their responsibilities to ensure the health and safety of staff, participants and the public attending their event

25. Providing information about council-owned event venues for hire and how we make our assets available for the use of public events
26. Ensuring that any detrimental effects that the hosting of events in the Chorley borough may have and the disruption to other organisations, residents and businesses are minimised
27. Providing a clear charging policy with a defined scale of fees and charges for hire of council land. Explaining where these will be levied and ensuring a consistent approach. Review fees and charges for events annually. Providing advice on possible funding opportunities to assist with the costs associated with organising an event.

## **ACCOUNTABILITY**

28. The council has a duty of care and therefore it will ensure that all relevant departments follow the processes to make sure that events are safe.
29. Events sit within the portfolio of the Executive Member for Resources and Executive Member for Economic Development and Public Service Reform. Accountability sits with the Director of Business Development and Growth and the Director of Policy and Governance. A number of departments and officers will have certain accountability throughout the event process and officers with responsibility for certain sites will lead on supporting event organisers through the event process.

## **LEGISLATION AND DEFINING EVENTS**

30. The council has legal duties and enforcement powers under the Health and Safety at Work Act 1974 and the associated statutory provisions for events held on council-owned land. All events held on council-owned land must conform to relevant legislation, guidance, applicable laws, regulations and Chorley Council's bye-laws.
31. The council's regulatory services have enforcement powers under the Health and Safety at Work Act 1974 in relation to defined activities which may form part of an event.
32. The council coordinates and consults with the local ESAG to assist event organisers in the discharge of these statutory duties. Where an event is considered to have a significant impact on an area, site or residents, these will be considered by the council and ESAG.
33. The council considers applications for all types of events. Applications are considered from all sections of the community. When considering events there is a scale by their size:

<b>Event size</b>	<b>Number of participants</b>
Small	0-499
Medium	500-999
Large	1000+
Major	5000+

## **THE ROLE OF THE CHORLEY EVENT SAFETY ADVISORY GROUP (ESAG)**

34. The Chorley ESAG is a multi-agency group which works together to provide advice on events across the Chorley borough to ensure that public events can take place safely and successfully. The Chorley ESAG was established in 2014 and comprises of representatives from Chorley Council, Lancashire Police, Lancashire Fire and Rescue Service, North West Ambulance Service and Lancashire County Council Highways.

35. The ESAG Terms of Reference clearly outline the membership, roles and responsibilities of members and the policies and procedures the group follows. As a key landowner in the borough, Chorley Council as the landlord can take note of the advice and recommendations made by the ESAG and may withdraw consent upon advice by the ESAG on safety and public nuisance grounds only.

## **THE ROLE OF THE EVENT ORGANISER**

36. An event organiser is a named individual who holds overall responsibility for the organisation of the event. The event organiser is expected to provide complete and accurate event documentation and information within the required timeframes as well as making sure that the event complies with legislative requirements.
37. The event organiser will need to prove competency in organising events by demonstrating knowledge and understanding of event management processes and requirements; providing evidence of competence of key individuals; confirming they have sufficient resources including time and budget; providing evidence of previous successful events that show they can adopt and develop safe systems of event management.

## **APPLYING FOR EVENTS**

38. All event applications will follow the event journey, a comprehensive application and approval process that ensures that events are only given permission once all steps in the process have been correctly carried out by the applicant. Please refer to appendix 2 for the event journey diagram. The Application process will follow this and will be outlined on the council's website.
39. When putting on an event in the Chorley borough event organisers are requested to inform the council a minimum of 16 weeks prior to the event. This can be done up to 24 months prior to the event. However this does not confirm the booking of the site.
40. Once availability of the site has been checked and the council is happy with the information provided in the event proposal form, the event organiser must submit the following documents as part of the event application and in addition to the event proposal form:
- a. An event management plan
  - b. A site map/plan
  - c. Evidence of a risk assessment
  - d. Evidence of public liability insurance
  - e. If required, a road closure application including a traffic management plan
  - f. If required, a parking management plan

Templates for some of these documents will be made available on Chorley Council's website and event organisers are encouraged to use these templates where possible.

41. The council may, at its discretion or at the request of the ESAG, request further information or documentation not covered by any of the above documents. The council may consider some late submissions; however there may be inadequate time for the ESAG to make an informed assessment of the application and thus advice and comments may not be issued. The council reserves the right to reject an event application where these timescales are not adhered to, or where there is significant information missing from the application. Should the event organiser not comply with timescales resulting in the event not going ahead, the council will not be liable for any costs paid out by the organiser in preparing for the event.

Timescales

Three days for council to respond

Up to 24 months before the event

12 months before the event

Small event (0-499) 4 - 14 weeks

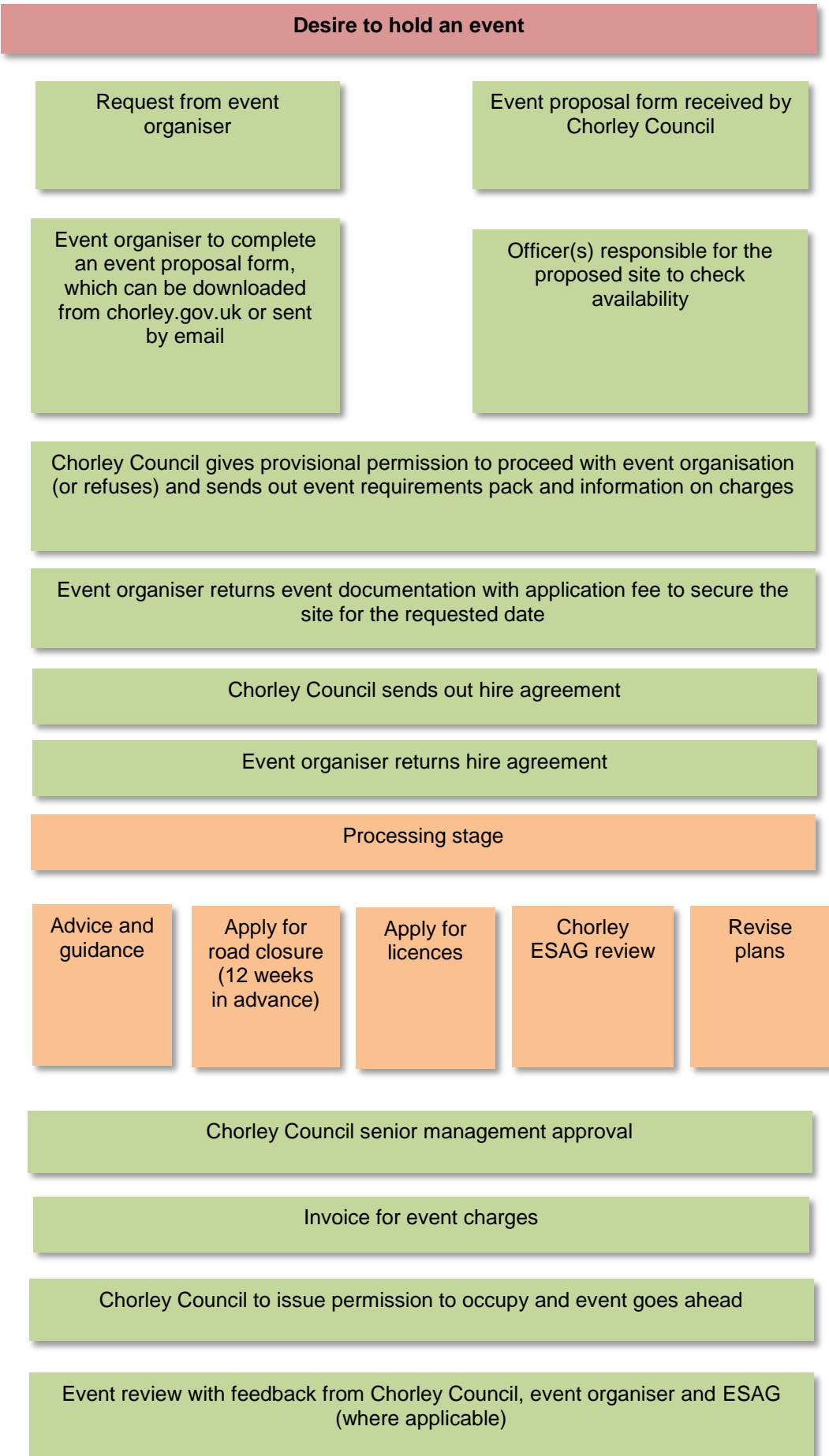
Medium event (500-999) 16 weeks to 6 months

Large event (1000+) 6 months to 12 months

Major event (5000+) 24 months to 12 months

Minimum of 4 weeks after the event

**THE EVENT JOURNEY**



## **HOW WE MAKE DECISIONS ON SUITABILITY**

42. To ensure fair use of sites, the council will look at the event proposal and take into consideration the nature of the event, suitability of the site and the proposed date.
43. In most circumstances, the council will operate a first come, first serve policy when it comes to reserving and granting permission to occupy for events on council land. However, where restrictions apply to council land, or there are multiple requests for an event location on the same date, then council officers will determine a fair and balanced allocation of events between applicants in line with the aims and objectives of the external events policy.
44. All bookings for events on council land will be held on a provisional basis until all documentation is submitted. Once the event documentation is received along with the application fee, then this reserves the land requested for the event. This can only be for a maximum of twelve months prior to the event and if it is an annual event, then documentation can only be received following the completion of your event and satisfactory evaluation and feedback has been received.
45. Following the submission of all the documents the council will process these documents within three to six months unless it is a very large event. A standard event will take 16 weeks to be processed dependent on the accuracy of the paperwork.

## **VENUE SUITABILITY FOR EVENTS**

46. Chorley Council has a range of parks, open spaces and venues that host a wide range of community and commercial events throughout the year.
47. Each of the sites in the borough offer different facilities and experiences for audiences and information on potentially available sites will be made available on Chorley Council's website including details of the facilities available, the site capacity and access to the site.
48. The event organiser is responsible for maintaining the site in its present condition and shall return the site to the council in the same condition.
49. On certain high usage sites, events will be spaced out with two or three weeks in between enabling the surface to recover.
50. On certain sites, if it is a wet season, an event organiser may be given two weeks' notice from the council that they will not be able to use the site. This condition is included within the hire agreement. Therefore event organisers need to have a contingency plan for relocating their event in the circumstance of adverse weather conditions.
51. This also includes areas of land owned by Lancashire County Council (LCC) but where responsibility for managing events on this land has been passed to the Council. If an event is on a highway then LCC will grant permission on the condition that the event organiser provides the correct documentation to the council to satisfy ESAG that the event is safe.

## **GRANTING PERMISSION FOR THE USE OF COUNCIL LAND**

52. All events require permission from the council in the capacity as the landlord to the area where the event is being located. Permission will only be granted upon receipt of the event proposal form, the completed hire agreement, full payment, risk assessment, event management plan, site map, public liability insurance and all other supporting documents as required.
53. Reservation of the site can only be done 24 to 12 months in advance and once the events team receive the application documentation and application fee. Therefore security of the

land cannot be given before this period. Upon satisfactory receipt of all documentation and with support of the ESAG, where applicable, permission to occupy will be granted.

54. Event organisers will be sent a Hire Agreement with a final quote for the land hire and additional fees and charges. Once the agreement has been signed, the event organiser will receive an invoice for the land hire and additional fees and charges.
55. Formal permission for the use of council land will be given to the event organiser through the Permission to Occupy. Once payment of charges has been received, the permission to occupy will be granted and sent out. It is only at this point that the event is sanctioned to go ahead.
56. The council can give permission as early as 12 months prior to the event or if an annual event, following the completion and evaluation of the event. However, there is a caveat that Chorley Council will be able to cancel this permission if there is unforeseen works on the land or a natural event that affects the usage of the land.
57. The event organiser must ensure that the person or persons signing on behalf of the organisation have the legal entitlement to do so.

### **REFUSING PERMISSION FOR THE USE OF COUNCIL LAND**

58. Where the council is unable to give permission to occupy council land, an alternative date or location may be offered, where appropriate, to enable the event to take place.
59. Where the council is unable to give permission to occupy council land, and there are no suitable alternatives, the event organiser will be informed. In these circumstances, the council is not responsible for any costs that the event organiser may already have incurred in preparing for the event.
60. The following activities are not permitted on council land, and will not be supported by the council on private land in the borough:
  - Lantern releases
  - Balloon releases, except where the materials used are fully biodegradable
  - The use of live animals as prizes as part of an event
  - Circuses or events which include live animal acts, except where sufficient evidence can be provided that animals are respected and cared for to an acceptable standard at all times.
  - Firework displays; unless prior permission is sought and granted, notwithstanding exemption
  - Bonfires, unless prior permission is sought and granted
  - Commercial/promotional purposes.

### **EVENTS ON PRIVATE LAND**

61. The council's primary concern with events held on private land is public safety. Event organisers are encouraged to adopt good practice and to submit documentation and the council will circulate the information to the ESAG in order to get it out to the agencies for feedback. The application would comprise, as a minimum of the event proposal form and then where necessary an event management plan, risk assessment, site plan and evidence of public liability insurance.

### **FEES AND CHARGES**

62. Chorley Council is very supportive of events within the borough and recognises the positive impact they bring boosting the local economy, attracting visitors and involving local people



in their communities. However, there are costs and additional services that may be required for processing events and the use of council land. The fees and charges are based upon everything that the council will need to charge to cover its costs for providing additional services and resources ensuring that they are not detracting from other services being provided.

63. An application fee will be introduced to give applicants support from our officers and covers administration time for processing an event throughout its event journey. The application fee will need to be paid once the event proposal form and the event application documents have been returned. The fee is non-refundable.

64. Charges for the use of council land shall be payable in accordance with the council's fees and charges for hire which are in force at the time. As part of this events policy, the council will charge for the hire of Chorley Council land for the purpose of an event, based on the nature of the event being held. This charge is to cover the cost of officer time in facilitating the event. Guidance on how the fees and charges are calculated and what the fees cover will be sent out to the event organiser with the event requirements pack. The event hire fee will be requested when the event organiser has completed the paperwork and signed the memorandum of agreement and they will be asked for payment being made in full, in advance of the event.

65. Example event fees:

Venue	Description	Fees
Astley Park	Community	<ul style="list-style-type: none"> <li>• Application fee = £75 (non-refundable)</li> <li>• Bond (if applicable) = To be negotiated</li> <li>• Daily hire rate = £75</li> <li>• Set up and take down days = 25% of daily rate</li> </ul>
	Active recreation sessions	<ul style="list-style-type: none"> <li>• Application fee = £75 (non-refundable)</li> <li>• Bond (if applicable) = To be negotiated</li> <li>• Daily hire rate = n/a</li> </ul>
	Charity	<ul style="list-style-type: none"> <li>• Application fee = £75 (non-refundable)</li> <li>• Bond (if applicable) = To be negotiated</li> <li>• Daily hire rate               <ul style="list-style-type: none"> <li>○ National charity = £150</li> <li>○ Regional charity = £100</li> </ul> </li> <li>• Set up and take down days = 25% of daily rate</li> </ul>
	Commercial	<ul style="list-style-type: none"> <li>• Application fee = £75 (non-refundable)</li> <li>• Bond (if applicable) = To be negotiated</li> <li>• Daily hire rate = £300</li> <li>• Set up and take down days = 25% of daily rate</li> </ul>
Jubilee Recreation Ground	Community	<ul style="list-style-type: none"> <li>• Application fee = £75 (non-refundable)</li> <li>• Bond (if applicable) = To be negotiated</li> <li>• Daily hire rate = £50</li> <li>• Set up and take down days = 25% of daily rate</li> </ul>
	Active recreation sessions	<ul style="list-style-type: none"> <li>• Application fee = £75 (non-refundable)</li> <li>• Bond (if applicable) = To be negotiated</li> <li>• Daily hire rate = n/a</li> </ul>
	Charity	<ul style="list-style-type: none"> <li>• Application fee = £75 (non-refundable)</li> <li>• Bond (if applicable) = To be negotiated</li> <li>• Daily hire rate               <ul style="list-style-type: none"> <li>○ National charity = £100</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Regional charity = £50</li> <li>● Set up and take down days = 25% of daily rate</li> </ul>
	Commercial	<ul style="list-style-type: none"> <li>● Application fee = £75 (non-refundable)</li> <li>● Bond (if applicable) = To be negotiated</li> <li>● Daily hire rate = £200</li> <li>● Set up and take down days = 25% of daily rate</li> </ul>

66. A reinstatement bond is required in relation to certain types of events and relates to potential risk of damage to council land and assets. The bond covers the cost of the inspection of assets immediately prior to and immediately after events in order to identify any damage caused in addition to covering or contributing to the costs of reinstatement of the premises. Prior to the event, the council and the event organiser will undertake a condition survey to agree upon the condition of the premises and note any defects.
67. At the end of the event period, the event organiser must remove all of their goods, waste and other materials and hand back the premises cleared and in such condition as agreed by the condition survey.
68. The event organiser is liable for all reinstatement costs such reinstatement to be undertaken by an approved specialist contractor agreed by the council and the event organiser to the satisfaction of the council. In default the council shall retain the bond or part thereof to cover the costs of reinstatement and event organiser shall indemnify the council against any costs, damages or liability incurred by the council or by any subsequent company. Should the damage result in repairs costing more than the bond obtained, then the organiser will be invoiced for the difference.
69. Lancashire County Council highways may issue a charge for a temporary traffic regulation order in instances where the council is unable to issue a road closure order in accordance with its statutory powers.
70. The council will introduce fees and charges for additional resources which are outlined as follows:

Resources	Cost	Please tick if required	Contact details
Electricity	Price on application		
Water	Price on application		
Temporary Events Notice	£21.00		
Premises Licence	Based on rateable value of premises. Price on application.		
Street Collection Permits	Nil		
Delivery of bins (regardless of size)	£5.00 per bin		
Collection of waste (price per collection)	£10.00 per 240 litre bin per collection		
Provision of street cleaning for events	Hourly rate per operative Mon-Fri- £14.00 Hourly rate per operative Sat - £18.50 Hourly rate per operative Sun - £25.00		

Hiring of barriers and fencing	Price on application		
Hiring of Chorley Markets gazebo	Up to 14 gazebos – 3m - £15.00 6m - £20.00 Additional gazebos – 3m - £12.00 6m £15.00 Hourly rate per team leader/operative Mid-week – £8.75 to £12.75 Saturday – £13.13 to £19.13 Sunday – 17.50 to £25.50		
Additional opening hours outside schedule for public toilets	Price on application Indicative cost £40.84 materials per day		
Inspection of temporary demountable structures e.g. tiered seating, stage or marquees	£48.40 per hour		
Road closure	£50 including making the order legal by getting it sealed.  Liaising with emergency services, traffic management contractors and various members of the public.		
Road Closure by a Traffic Order under Section 16a of Road Traffic Regulation Act 1984	£1200		
Implementation of parking management plan including cones and signs	From £250, price on application		

## CANCELATIONS AND REFUNDS

71. The council reserves the right, at its sole discretion, to cancel any event booked on council land due to poor weather, unsuitable ground conditions, non-receipt of the required paperwork or exceptional unforeseen circumstances. In these circumstances, the council is not responsible for any costs that the organiser may already have incurred in preparing for the event.
72. Where an event is cancelled by the event organiser, the council requires 14 days' notice and the event organiser must have a strategy in place to communicate this through a variety of channels. In the situation of an event being cancelled the application fee is non-refundable.
73. If we are notified prior to the event, where an event is cancelled due to circumstances beyond the event organiser's control, for example adverse weather conditions and natural disasters the council may offer a refund of the hire fees, additional service costs and any deposit at its sole discretion but this will only be paid if the costs the council has incurred are covered. The council will be covering their full costs that they may have to incur to date or things they have had to put in place to assist cancelling the event.

## LICENSING PERMISSIONS AND INSURANCE

74. Event organisers need to ensure that all required licenses are acquired in the relevant time scales. Chorley Council has responsibility for licensing the sale of alcohol, late

night refreshment and regulated entertainment. Please note that depending on what you are applying for it may require up to two months' notice. More information can be found on Chorley Council's website.

75. Public Liability Insurance provides cover for legal liability of the insured party in respect of a claim from a third party for property damage, death, injury and illness. It is the organiser's responsibility to ensure that the public liability insurance obtained is sufficient to cover every aspect of the event.
76. The event organiser must provide the council with evidence of public liability insurance of not less than £5million covering the event. Subject to the event risk assessment, the council may request that the event organiser must have public liability insurance of not less than £10million covering the event.
77. It is the responsibility of the event organiser to ensure that they obtain evidence of public liability insurance policies from any other site users, additional participants/parties to the same value prior to the event date.

## **ROAD CLOSURES**

78. Some events may take place, partially or fully, on the highway, or pedestrians may use the highway to access or spectate at an event. In these circumstances, it may be necessary to close part or all of a road. Closing roads can have a significant impact on local people, and should therefore only be considered where absolutely necessary for an event to go ahead safely. An application for a road closure can be submitted to the council as part of an event application.
79. If you are planning an event such as a street party, a parade, a procession, a carnival or other festival Chorley Council can temporarily close the roads using its powers under the Town and Police Clauses Act 1847. Some other types of events such as sporting events or large scale events may require a Road Closure Order from Lancashire County Council under the Road Traffic Regulation Act so please contact the council early if you are unsure.
80. It is the responsibility of the event organiser to ensure they have the permission of LCC Highways Authority, and appropriate closure documentation where applicable, for any events on the highway.
81. Closing a public road, footway, footpath or verge without a lawful closure order is illegal.
82. An application for a road closure will need to be made 16 weeks prior to the event.

## **ENFORCEMENT**

83. The council reserves the right to check that an event organiser is managing an event in accordance with the event plans submitted and hire agreement or permission to occupy, where the event is held on council land.
84. Any breach of these agreements based on a council inspection or a substantiated complaint from a third party will provide grounds for the council to be able to refuse permission for an event organiser to hold the same event in subsequent years or other events on council land.
85. Where there is a breach of the hire agreement, or the permission to occupy, the council may choose to take legal action to enforce their contractual rights. The council has statutory powers that can enable it to immediately stop any events on its land where there is an imminent or substantial risk to public safety.

## **MARKETING AND PROMOTION**

86. The marketing and promotion of the event is the responsibility of the event organiser. Unless permission is given from Chorley Council's communications team, the event organiser must not use or display the Chorley Council or any other associated council logos and/or mention support. Event organisers are not available to advertise their event by flyposting or erecting banners or posters on council land. However, your event can be advertised on Chorley Council's website at [chorley.gov.uk/whatson](http://chorley.gov.uk/whatson) and may be advertised in the What's Happening in Chorley magazine.

### MONITORING AND REVIEW

87. A vital part of any event is to carry out an evaluation, reviewing the planning, organisation, delivery and success of the event. The council will monitor some events to ensure compliance with the policy and the event hire agreement.
88. Event debriefs may be carried out in a variety of ways including verbally at a site visit; with a telephone conversation; through written feedback or at a formal debrief meeting with officers from relevant council departments and in some instances relevant members of the ESAG to review how the event went, give feedback and raise any concerns, offering the opportunity to discuss improvements for any future events

### IMPLICATIONS OF REPORT

89. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	✓

### COMMENTS OF THE STATUTORY FINANCE OFFICER

90. \*\*\*

### COMMENTS OF THE MONITORING OFFICER

91. \*\*\*

CHRIS SINNOTT  
DIRECTOR OF POLICY AND GOVERNANCE

Report Author	Ext	Date	Doc ID
Louise Finch	5062	1 November 2016	***