



LAMBETH SCRUTINY ACTION PLAN

Report title: Events Scrutiny Commission

Report commissioned by: Overview and Scrutiny Committee

Date adopted by Cabinet: 13 January 2020

Proposed dates for monitoring reports to Overview and Scrutiny Committee

Update	Date	Note	Completed?
1 st	23 Sept 20	8 months after adoption	Yes
2 nd	2 Feb 22	24 months after adoption	Yes

	Recommendation	Response (Jan 2020)	Update (Jan 2022)	Milestones & target dates	Resource implications	Lead Officer
Clarity, Transparency and Consistency						
1.	The Council's Events Strategy should include a clear statement of intended outcomes in relation to both the public and commercial event operators	The current Events Strategy runs until 31 March 2020. The statement of intended outcomes will be included in the revised Events Strategy, which will take effect from 1 April 2020	A clear statement of intended outcomes has been included in the new Events Strategy, which was approved at Cabinet on 14 September 2020	1 October 2020 – new Events Strategy took effect	None	Kevin Crook
2.	There should be a clear link between the Events Strategy and other relevant council policies including on economic development, environmental impact, equalities, health and wellbeing, culture, parks and tourism	The current Events Strategy runs until 31 March 2020. Links to other relevant council policies will be included in the revised Events Strategy, which will take effect from 1 April 2020	The new Events Strategy 2020-25 includes implicit links to the Parks and Open Spaces Strategic Plan and the Borough Plan. A number of delivery commitments link to a range of council policies. Officers have assessed every existing Council policy and strategy to clarify appropriate links	1 October 2020 – new Events Strategy took effect	None	Lee Fiorentino
3.	The process by which event organisers apply to the Council to hold major commercial events in the borough should be simple and transparent; and should encourage long term relationships	The Council has implemented the EventApp online application system, used by several other boroughs, which provides an easy to navigate process for the initial application. The new Events Policy, to be implemented on 1 April 2020, is intended to introduce a more streamlined application process, which is more collaborative, and reduces risk for producers of large and major events	The new Events Policy is now live and has been combined with the online Events Guide to provide a single guidance document. Officers have started developing strategic event frameworks for key sites to provide certainty to producers over a five-year period and are	EventApp is live 1 July 2020 – the new Events Policy took effect	None, the new Events Policy was written within existing resources	Lee Fiorentino

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			looking to create contracts for key events to help cement long-term relationships with producers			
4.	Every major event should have a published benefits statement. This should include details of financial benefits to the Council and how this is to be spent; employment/apprenticeship/work experience opportunities created; economic benefits for local businesses; grants to community groups or other such local organisations; benefits to local schools/young people; details of free or concessionary ticket arrangements and any other benefits. These should be auditable and reviewed after the event to ascertain the degree to which planned benefits have been realised	This recommendation will be met through the existing pre and post event assessment for all large and major events. Financial information will be published in the annual events and filming service report. However, published information cannot jeopardise commercial confidentiality, so it will not be possible to publish separate income figures for every major event. Wherever possible income will be broken down by park	This commitment is set out within Principle 10 of the Events Strategy 2020-25. Due to Covid-19 no Major events were held in 2020/21 and only two have taken place since the Commission.	The pre and post event assessments are in place and will be produced on an ongoing basis The first annual Events report was published in the autumn of 2020, covering the financial year 2019/20	Staff time will be required to produce these documents, but there will be no additional direct financial cost	Lee Fiorentino
5.	Every major event should have a corresponding impact statement (including environmental and community impact) published within four months of the event, in order that these can be analysed and actions taken to reduce impacts for future events	The impact statements will be commissioned externally. Officers will work with councillors to develop the exact specification	This is set out as a specific Delivery Commitment under Principle 7 within the Events Strategy 2020-25. Due to the Event Operations Manager leaving Lambeth in late 2021 and delays in recruiting a replacement	1 April 2020 – all major events taking place after this date will have an impact statement commissioned	The events team does not have the capacity to undertake these detailed impact assessments. Commissioning them is anticipated to cost a few thousand pounds per report, which	Lipika Paul

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			the impact statements for the two major events held in 2021 have not yet been produced		will be funded from surplus income in the Event Operations budget	
Health, Wellbeing and Culture						
6.	Event organisers should be encouraged to open up event sites outside the main event schedule to enable target groups such as young and economically disadvantaged residents to stage performances or gain other positive experiences using the event infrastructure. It is suggested this is organised via appropriate organisations such as the Lambeth Music Service	Officers will engage with event producers to encourage them to offer such opportunities. However, most major events work to a very tight timescale in terms of set-up and de-rig in order to minimise both cost and disturbance to the park; they do not have spare periods of time where the stages could be utilised. The Lambeth Country Show provides a significant opportunity to showcase performances by local groups	<p>This is set out as a specific Delivery Commitment under Principle 9 within the Events Strategy 2020-25.</p> <p>The application for Brockwell Park Summer Series events for 2022 includes three free days of community events over half-term which would provide such an opportunity. The event is currently at community consultation stage</p>	Discussions will commence with event producers once Major events are permitted to take place again and this will be an ongoing process	None	Lipika Paul
7.	Event organisers should be urged to make grants available to community groups as part of their benefits packages in order to offset the damage and lack of access to parks. Any such grants should have robust and transparent governance processes and grants should be paid in full within three months of	This has been a feature of major events for the past few years, however officers appreciate that the payment process has not always worked successfully. In line with the Commission's recommendation officers will encourage producers to work with a third party to distribute the funding	<p>This is set out as a specific Delivery Commitment under Principle 6 within the Events Strategy 2020-25.</p> <p>Community grants were made available from the major events held in 2021</p>	Event producers will be encouraged to make community grants available on an ongoing basis. Once Major events are permitted to take place again	None	Lipika Paul

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	the event. Consideration should be given to the Council establishing a single funding pot and for grants to be made by an appropriate grant giver rather than the event providers themselves			officers will also encourage the use of third party disbursement		
Economic and Business Benefits						
8.	The Council should seek to maximise employment, apprenticeship and work experience opportunities via benefits packages negotiated with event providers. It is suggested that key stakeholders such as Business Improvement Districts, schools and higher education institutions in the borough be invited to contribute to developing a model to achieve this, taking into account the Council's employment and skills strategies and initiatives.	This is in place and well-established with producers of major events	Due to Covid-19 no Major events will be held in 2020/21 and none have taken place since the Commission For 2021 events....	This is in place and will be ongoing	None	Lipika Paul
9.	The Council should encourage event organisers to work closely with businesses to maximise local trading around major events, via such mechanisms as Business Improvement Districts and/or other business forums	This is in place for all major event producers and is reported on within the pre and post event impact assessments	This is set out as a specific Delivery Commitment under Principle 10 within the Events Strategy 2020-25	This is in place and will be ongoing	None	Lipika Paul

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	Accessibility, Equality and Diversity					
10.	The Council should conduct accessibility audits of the borough's parks and use these to produce corresponding action plans. Revenue from major events should then be used to improve accessibility by undertaking actions identified	<p>Accessibility audits of Lambeth's parks were undertaken by AccessAble through the council's corporate contract with them and accessibility guides for each park are available online at: https://www.accessable.co.uk/london-borough-of-lambeth/access-guides?category_ids%5B%5D=137</p> <p>A separate allocation of NCIL has been secured for commissioning a specialist organisation to undertake an updated accessibility audit of the key facilities in our large parks, including all those used for major events. The commission will include recommendations to improve accessibility, in order to meet current guidelines and best practice. Any surplus income from events will be prioritised as the funding source for proposed improvements</p>	<p>Following a competitive process, AccessAble were commissioned to undertake a detailed audit of facilities within our 12 largest parks (funded through NCIL). The output was a list of costed and prioritised recommend-dations. Surplus events income will be used to implement these recommendations as appropriate.</p> <p>Surplus events income for 2021/22 has been minimal because of Covid restrictions. However, approximately £20,000 is being used to fund a range of improvements to disabled cubicles at the Brockwell Park and Streatham Common play area toilets</p>	<p>1 December 2020 for the updated accessibility audit and recommendations</p> <p>An implementation plan will then be developed. Depending on the number of recommendations and associated cost, it may take 2-3 years to fully implement</p>	<p>£7,000 for the updated assessments, to be funded from NCIL</p> <p>The recommendations are not costed in detail but implementing a high proportion of them will represent a significant investment. As an example, there are 83 recommendations covering Brockwell Park, with 42 anticipated to cost up to £500; 17 at up to £5,000 and 21 to cost over £5,000</p>	Ian Ross
11.	Every effort should be made to ensure major events held in Lambeth are as culturally and financially inclusive as possible. This could include both the event	Producers of major events will be encouraged to make events as culturally and financially inclusive as possible. The political importance of these issues will be raised with producers during initial discussions for new major events.	Major events held during 2021 included the new Yam Carnival on Clapham Common, marketed as a	This process will be ongoing	None	Lee Fiorentino

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	programmes themselves and mechanisms to allow economically disadvantaged residents to attend by way of free or concessionary ticket schemes	Officers will look to event producers to suggest ways of meeting this recommendation	celebration of black music, food and culture; and Mighty Hoopla returning to Brockwell Park as part of the Summer Series event, providing a focus for emerging and established LGBTQ+ artists and performers			
Reducing Environmental Impacts						
12.	Environmental audits should be carried out and published in relation to all major events	Environmental impact assessments were carried out by Salix Ecology in July 2018 for all parks and open spaces used for major events. These do not need to be repeated for every event, provided that the footprint of major events held at those sites does not change significantly. However, we are carrying out a follow up on the assessments in May 2020 to see if there have been any subsequent changes to the sites. All these reports will be published on Lambeth's website	The updated reports for 2020 were received in July	Initial reports completed in July 2018. Updated reviews were commissioned in May 2020	£3,200 for all four locations	Lipika Paul
13.	Event providers should adhere to the highest environmental standards (e.g. in relation to recycling, single-use plastics and carbon emissions). In particular providers should act in accordance with Lambeth's corporate environmental aims as set out in the report Lambeth's Response to the Climate	Lambeth has recently produced a Green Events Guide and producers of major events will be required to meet the essential criteria relevant to their event; as well as meeting some of the desirable criteria as well. For those producers with which we hold a long-term relationship we will expect a process of continual improvement in terms of meeting the desirable requirements.	The Guide was reviewed and updated in late 2020 to produce a 2020-2025 version	1 January 2020 – all new major event applications after this date will need to adhere to the requirements	Considerable staff time went into producing the guide; monitoring compliance will be part of BAU activity	Gabriella Grose

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	<p>Emergency (and associated Carbon Reduction Action Plan), as well as demonstrating their commitment to the principle of a low carbon circular economy, as per the Mayor of London's Draft London Plan (July 2019). Consideration should be given to an organiser's track record and willingness to draw upon best practice examples in this regard when deciding which events to approve</p>	<p>The guide is available to download on the Councils events website: https://eventlambeth.co.uk/organising/planning-your-event/</p>				
Communication and Stakeholder Engagement						
14.	<p>Clear communication strategies should be published in advance of major events, detailing how communications with all stakeholders are to be managed</p>	<p>This will be set out in the new Events Policy</p>	<p>This was included in the new Events Policy</p>	<p>1 July 2020 – the new Events Policy took effect</p>	<p>None</p>	<p>Lee Fiorentino</p>
15.	<p>A flow chart outlining the various steps in the event application procedure should be produced and published for all major events. This should include key dates and explanatory notes on procedures where required (e.g. licensing and planning)</p>	<p>A flow chart meeting these criteria will be included within the new Events Policy</p>	<p>This was included in the new Events Policy</p>	<p>1 July 2020 – the new Events Policy took effect</p>	<p>None</p>	<p>Lee Fiorentino</p>
16.	<p>A guide should be produced setting out the role of local councillors in the events process</p>	<p>The core roles will be set out in the new Events Policy. A separate guidance sheet with more detail will be created for councillors</p>	<p>The Events Policy sets out which ward councillors will be consulted over Major events at specific parks</p>	<p>1 July 2020 – the new Events Policy took effect</p>	<p>None</p>	<p>Lee Fiorentino</p>

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			The detailed guidance sheet is being produced			