

<b>Item No.</b> N/a	<b>Classification:</b> Open	<b>Date:</b> 25 July 2019	<b>Meeting Name:</b> Deputy Leader and Cabinet Member for Culture, Leisure, Equalities and Communities
<b>Report title:</b>		Outdoor Events Policy Refresh	
<b>Ward(s) or groups affected:</b>		All	
<b>From:</b>		Culture and Events Manager	

## RECOMMENDATION

1. That the Deputy Leader and Cabinet Member for Culture, Leisure, Equalities and Communities adopt the new Outdoor Events Policy (see Appendix 1) in full.

## BACKGROUND INFORMATION

2. Outdoor events form an integral part of Southwark Council's cultural strategy, '[Creative Southwark](#)'. The strategy outlines a range of commitments that support the long-term ambition of Southwark to be the first choice for people to live, work, study and visit.
3. Creative Southwark provides a framework for cross-council work in events, arts, heritage, libraries, regeneration, licensing, public health, education, planning and other partners. The focus is on brokering partnerships to achieve Southwark's enormous potential and securing our cultural and creative landscape for generations to come.
4. Outdoor events directly support the Creative economy and people themes in Creative Southwark including the following commitments:
  - Deliver cultural opportunities for young people to engage with during out of school hours.
  - Support the development of cultural activities for, and by, all of our communities.
  - Enable access to culture for older people.
  - Support creative programmes that lead to healthier lives for our residents.
  - Deliver programmes which reduce barriers for Southwark residents to enter into cultural sector training and volunteering.
  - Advocate for the London Living Wage and union rates for artists in the creative economy.
5. Outdoor events also support the Fairer Future theme 'a Vibrant Southwark'. This theme creates a Southwark in the heart of London looking out to the world, where the talents, creativity and ambition of all our residents is celebrated and helps make Southwark our home of which we can all be proud.
6. Within this theme outdoor events support two important commitments to:

- Support a range of cultural celebrations across the borough;
  - Continue to make culture in Southwark accessible and work with cultural organisations in the borough to offer opportunities to Southwark residents.
7. In support of the delivery of Creative Southwark and the Council Plan priorities the council manages over 160 outdoor events each year, which take place in its various parks, squares and streets. The council's events team processes applications for these events, offers advice to event organisers, scrutinises event management plans, consults and engages with local stakeholders and partner agencies and monitors these events as they take place.
  8. In addition the council funds an annual programme of free community events such as Camberwell Fair, Bermondsey Carnival, East Dulwich Christmas Cracker, Peckham and Nunhead Free Film Festival and the annual firework display. The free events programme contributes to making Southwark a vibrant borough, as set out in Creative Southwark.
  9. However, after ten years of significant central government cuts, it has become increasingly difficult for the council to continue this investment, and so in 2018, the council decided to allow two major commercial events to take place. The income generated from these events enabled the annual free events programme to take place.
  10. Many lessons have been learned from the experience of hosting two large scale commercial events and the council felt it was an appropriate time to review the outdoor events policy and associated site specific conditions to ensure they are documents that continue to be fit for purpose
  11. The policy is guided by the following Fairer Future principles of:
    - Treating residents as we would wish members of our own families to be treated
    - Being open, honest and accountable
    - Spending money as if it were coming from our own pocket
    - Working for everyone to realise their potential
    - Making Southwark a place to be proud of.
  12. The policy plays a critical role in governing all outdoor events. It sets out the principles and procedures to provide clear and transparent processes for event organisers, stakeholders and partners, providing consistent control, management and monitoring of outdoor events especially during pre-event consultation and planning.
  13. This policy is the guiding principle for all outdoor events in Southwark but may be supplemented by other policies that are site specific to venues that need additional practical considerations or are sensitive in other ways.
  14. The policy forms part of a binding contract for event organisers wishing to use Southwark as a location.
  15. The objectives of this policy are to:
    - Provide a framework for the application process for outdoor events in Southwark.

- Ensure considered pre-event consultation takes place.
- Ensure effective planning and management of events.
- Maximise safety for those working and attending the event.
- Ensure the protection of the physical environment and wildlife.
- Minimise disruption to residents and businesses in Southwark.
- Increase the use of Southwark's public spaces as well as the reputation and positive image of Southwark.
- Maximise the opportunity for increased spending that boosts the local economy.
- Ensure that events are accessible to all communities and individuals.
- To provide a transparent decision making process.

## **KEY ISSUES FOR CONSIDERATION**

16. Outdoor events and associated activity positively contribute to the councils core priorities through celebrating diversity, realising potential, supporting the local economy, creating a strong sense of community, supporting young people and fostering a culture of innovation and imagination.
17. The new outdoor events policy:
  - Clarifies the decision-making processes for major and significantly impactful outdoor events.
  - Strengthens and formalises stakeholder engagement processes for major and impactful outdoor events.
  - Includes major events as an event classification.
  - Has a clear stance on events which promote messages of hate and intolerance.
  - Includes lead-in times for different event classifications.
  - Clarifies fees and charges including cancellation fees, discounts and deposits.
  - Introduces an Environmental Impact Fee on all commercial and private events that will be ring-fenced towards funding projects and/or initiatives at or near the event site.
  - Updates events management and planning requirements in line with government and local legislation, regulation and guidance.
  - Clarifies the role of the Safety Advisory Group
  - Introduces a public health section to better align with the council public health strategies.
  - Clarifies the council's position on London Living Wage and union rates.
  - Promotes accessibility standards.
  - Reinforces the standards of protection of nature, wildlife and the environment.
  - Improves a range of environmental protection standards including use from balloon, sky lanterns and drones.
  - Adopts for the reduction in single use plastic at events
  - Adopts standards for emission and air pollution.

## **Policy implications**

18. The recommended amendments and additions to the outdoor events policy align it with the Fairer Future for all vision, Creative Southwark cultural strategy and a range of public health strategies.

19. The policy strengthens the standards that event organisers must meet to use our parks and public spaces for events. It refines the standards of protection of nature, wildlife and the environment that all events organisers must aim to reach and advocates for councils values on equality and accessibility.

### **Community impact statement**

20. The updated outdoor events policy strengthens the existing policy and will have a positive impact on the community in several ways. The policy will:
- Increase the reputation and opportunities for the communities of Southwark.
  - Provide increased protection of the physical environment.
  - Ensure that all relevant legislation, regulations and guidance is followed.
  - Ensure the relevant level of consultation with local stakeholders regarding proposed events is carried out.
  - Ensure clear and fair structures and processes by which all groups and organisations must work within.
  - Ensure considered pre-event consultation takes place.
  - Maximise safety for those working and attending the event.
  - Ensure the protection of nature and wildlife.
  - Minimise disruption to residents and businesses in Southwark.
  - Maximise the opportunity for increased spending that boosts the local economy
  - Ensure that events are accessible to all communities and individuals.
21. Equality analysis demonstrates that the policy shows no potential for discrimination and we have taken all appropriate opportunities to advance equality of opportunity and foster good relations between people with different protected characteristics.
22. Equality analysis has illustrated that this updated version of the policy is clearer and more transparent and is relevant to all event organisers regardless of age, disability, marital status, pregnancy and maternity, race, gender assignment, sex, sexual orientation and religion or belief by:
- Updating clear structures and processes by which all groups and organisations must work within.
  - Setting out principles and procedures, with the aim of providing clear and transparent processes for events organisers.
  - Providing consistent control, management and monitoring of events in Southwark especially during pre-event consultation and planning.

### **Financial implications**

23. The head of service does not foresee any additional associated costs to implementing the proposed policy.
24. Staffing and any other costs connected with this report to be contained within existing departmental revenue budgets.

## Consultation

25. On 1 March 2019 a digital survey was launched and on 20 March 2019 a public workshop was held. Both were advertised widely to residents with invitations sent to partner organisations, residents and tenant groups, 'Friends of' and individuals who were known to have a vested interest in the topic.
26. The content of both the survey and workshop were aligned. The first part of each took a generic look at events across Southwark with the second allowing participants to talk about specific locations that were of interest to them.
27. 23 people attended the public workshop and 108 people took part in the public survey.
28. Results of the survey and workshop can be found in appendix 1.
29. On the 22 March the council's outdoor events Safety Advisory Group (SAG) on made up of council and external safety professionals reviewed and fed back on potential improvements to the outdoor events policy. The SAG include representatives from:
  - LBS Licensing
  - LBS Environmental Protection
  - LBS Parks
  - LBS Community Safety
  - LBS Emergency Planning
  - LBS Culture and Events
  - Metropolitan Police Service
  - London Ambulance Service
  - London Fire Brigade
  - Transport for London
30. In addition officers have used the [Parks for London](#) outdoor events policy guidance to develop this policy.

## SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

### Director of Law & Democracy

31. This report seeks approval of the adoption of the new Outdoor Events Policy which is attached as Appendix 1. The objectives and purposes of the updated policy are described within paragraphs 15 and 17. The updated policy includes revised site specific licence conditions which have been prepared in line with internal legal advice.
32. The adoption of the new policy is one of a number of matters which are expressly reserved for decision to the relevant cabinet member.
32. The cabinet member should note that, under the terms of the policy, a decision maker is required to have regard to the law in respect of a range of statutory functions. At all material times, the council retains its statutory duties and therefore the decision maker must be satisfied that the requirements of the policy have been appropriately met.
33. The cabinet member is further advised that the decision maker must consider the application of any relevant byelaws in force.
34. Both the policy and the community impact statement set out above take account of the Public Sector Equality Duty under s.149 Equality Act 2010, which requires

the council to have due regard to the need to:-

- (a) eliminate discrimination, harassment, victimisation or other prohibited conduct;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it;
- (c) foster good relations between person who share a relevant protected characteristic and those who do not share it.

The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Marriage and civil partnership are protected in relation to (a) only.

35. The cabinet member is also referred to paragraphs 24 to 29 of this report which set out the consultation that has taken place. The cabinet member must conscientiously take into account the outcome of consultation when taking a decision on the recommendation in this report.

#### **Strategic Director of Finance and Governance (EL19/034)**

36. This report is requesting the Deputy Leader and Cabinet Member for Culture, Leisure, Equalities and Communities to adopt the new Outdoor Events Policy (see appendix 1) in full.
37. The strategic director of finance and governance notes that there will be no additional associated costs to implementing the proposed policy.
38. Staffing and any other costs connected with this report to be contained within existing departmental revenue budgets.

#### **BACKGROUND DOCUMENTS**

<b>Background Papers</b>	<b>Held At</b>	<b>Contact</b>
Open Spaces Bylaws	Leisure/160 Tooley Street	Tara Quinn 020 7525 0875
<a href="https://www.southwark.gov.uk/parks-and-open-spaces">https://www.southwark.gov.uk/parks-and-open-spaces</a>		
Outdoor events fees and charges	Leisure/160 Tooley Street	Paul Cowell 020 7525 0857
<a href="https://www.southwark.gov.uk/events-culture-and-heritage/events/planning-an-event/southwark-outdoor-events-policy-and-hire-fees">https://www.southwark.gov.uk/events-culture-and-heritage/events/planning-an-event/southwark-outdoor-events-policy-and-hire-fees</a>		
Fairer Future commitments	Chief Executives Office/160 Tooley Street	Stephen Gaskell 020 7525 7293
<a href="https://www.southwark.gov.uk/council-and-democracy/fairer-future">https://www.southwark.gov.uk/council-and-democracy/fairer-future</a>		
Creative Southwark 2017 to 2022	Leisure/160 Tooley Street	Paul Cowell 020 7525 0857
<a href="https://www.southwark.gov.uk/events-culture-and-heritage/creative-southwark/about-creative-southwark/cultural-strategy">https://www.southwark.gov.uk/events-culture-and-heritage/creative-southwark/about-creative-southwark/cultural-strategy</a>		
Equality analysis	Leisure/160 Tooley Street	Paul Cowell 020 7525 0857

## APPENDICES

No.	Title
Appendix 1	Outdoor events policy update
Appendix 2	Outdoor events policy engagement summary report
Appendix 3	Outdoor events policy review engagement summary report appendices

## AUDIT TRAIL

<b>Lead Officer</b>	Rebecca Towers, Interim Director of Leisure	
<b>Report Author</b>	Paul Cowell, Culture and Events Manager	
<b>Version</b>	Final	
<b>Dated</b>	25 July 2019	
<b>Key Decision?</b>	Yes	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments included</b>
Director of Law & Democracy	Yes	Yes
Strategic Director of Finance and Governance	Yes	Yes
<b>Cabinet Member</b>	Yes	Yes
<b>Date final report sent to Constitutional Team</b>	25 July 2019	