Cheltenham Borough Council
Cabinet – 13 November 2012
Scrutiny Task Group Report – Event Submissions

Accountable member	**Cabinet Member Housing and Safety, Councillor Peter Jeffries**
Accountable officer	**Grahame Lewis – Executive Director**
Ward(s) affected	**All**
Key Decision	**No**
Executive summary	Following a request from the Overview and Scrutiny Committee, a scrutiny task group was setup to investigate the council's current approach to dealing with large scale events and to recommend ways that this process could be improved. Following a number of meetings, the scrutiny task group has identified a number of ways in which the current process can be improved and these improvements are contained in the committee recommendations below. Officers welcome the idea of the event submission form which will enable all the relevant sections of the council to see all aspects of a potential event. They also support the concept of bringing agencies together in the form of a consultative group which can give advice and guidance to the organiser. Involvement of the relevant ward councillors and relevant agencies will ensure everyone is aware of potential events and has the opportunity to question the organiser. The responsibilities and operation of the group will need to be further defined as part of its implementation but it is assumed that this will need to be picked up by the administration team in Public Protection. Having taken legal advice, officers feel that they cannot support the third recommendation of the task group which is that the ECG should be able to make representations to other committees. Whilst recognising that ward members or a particular agency may have a strong view about a particular event there are already channels in place for the agency or the ward members to make formal representations.
Recommendations	**The Cabinet is recommended to resolve to:** 1. **Consider the recommendations of the Scrutiny Task Group Report, and** 2. **Consider the implications set out in this report when deciding whether to adopt the recommendations of the Scrutiny Task Group Report.**

Financial implications	There are no financial implications arising from this report. **Contact officer: Sarah Didcote, sarah.didcote@cheltenham.gov.uk, 01242 264125**

Legal implications	The group can offer a forum for co-ordinating and consulting with organisers and agencies. Depending on the type of event any decisions regarding the event will be made at in accordance with the Council's Constitution by officers, Cabinet (or Leader) or in terms of the regulatory side by the Licensing and/or Planning Committee. The group will not therefore have any decision making role. **Contact officer: Sarah Farooqi, sarah.farooqi@tewkesbury.gov.uk, 01242**
HR implications (including learning and organisational development)	There are no HR implications arising from this report. **Contact officer: Beverly Kershaw-Cole bev.kershaw-cole@cheltenham.gov.uk, 01242 77 4921**
Key risks	As identified in Appendix 1
Corporate and community plan Implications	Arts and culture are used as a means to strengthen communities, strengthen the economy and enhance and protect our environment
Report author	**Contact officer: Louis Krog, louis.krog@cheltenham.gov.uk,** **01242 775004**
Appendices	1. Risk Assessment 2. Event Submission scrutiny task group report

Risk Assessment

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likeli-hood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	If the committee resolves to approve the scrutiny task group recommendation 3 there is a risk that that the group could exceed its powers if the took on the role as an advisory group, offered advice or sought to advise any of the council's committees.										

Explanatory notes

Impact – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)

Likelihood – how likely is it that the risk will occur on a scale of 1-6

(1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)

Control - Either: Reduce / Accept / Transfer to 3rd party / Close