

Report to: **AUDIT COMMITTEE**

Relevant Officers: Philip Welsh, Head of Tourism and Communications

Date of Meeting 17 January 2019

EVENTS RISK MANAGEMENT AUDIT FOLLOW-UP

1.0 Purpose of the report:

1.1 To consider a progress report on the recommendations made in the internal audit report of events risk management issued on 28 March 2018.

2.0 Recommendation(s):

2.1 To consider the actions being implemented to address the audit recommendations relating to events risk management.

3.0 Reasons for recommendation(s):

3.1 To enable Audit Committee to consider an update and progress report on the audit recommendations.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

3.4 None.

4.0 Council Priority:

4.1 The relevant Council priority is organisational resilience.

5.0 Background Information

5.1 At its meeting in June 2018, the Audit Committee agreed to invite Heads of Service to the meeting to provide an update in relation to internal audit recommendation implementation.

The report being considered at this meeting relates to events risk management with the scope and assurance statement as follows:

Scope

The scope of the audit was to review whether arrangements for events risk management are robust and timely, including the adequacy of the approach to working with external event organisers and contractors to ensure that risks are appropriately managed.

Overall Opinion and Assurance Statement

A number of areas of good practice have been identified in relation to attracting and arranging popular events in Blackpool and the operation of the Safety Advisory Group. There has been rapid growth in the number and diversity of outdoor events and there are opportunities for events risk management processes to evolve in line with this.

There are a number of areas where improvements can be made to develop formal, effective event risk management arrangements. Therefore, it is considered that the controls in place in relation to events risk management arrangements are currently inadequate and action is required to ensure the production and receipt of timely and robust event planning information, whilst it is acknowledged that events are considered safe by the time that they take place.

5.2 Does the information submitted include any exempt information? No

5.3 **List of Appendices:**

Appendix 3(a): Internal Audit Recommendations and Agreed Actions.

6.0 **Legal considerations:**

6.1 Risks need to be effectively managed in order to comply with relevant legislation.

7.0 **Human Resources considerations:**

7.1 The controls being implemented will be undertaken by current employees.

8.0 **Equalities considerations:**

8.1 None,

9.0 **Financial considerations:**

9.1 The controls being implemented will be done so within current budget constraints.

10.0 **Risk management considerations:**

10.1 To enable the Audit Committee to gain assurance that risks are being effectively managed.

11.0 Internal/ External Consultation undertaken:

11.1 The progress report has been prepared in conjunction with the relevant Heads of Service and Chief Officers.

12.0 Background papers:

12.1 None.

Appendix 3(a) - Agreed Action Plan

<i>Recommendation</i>		<i>Priority</i>	<i>Agreed Action</i>	<i>Responsible officer</i>	<i>Target Date</i>	<i>Progress</i>
R1	Refreshed terms of reference should be formally reported to and approved by the Safety Advisory Group.	2	Agreed. Linkage to the Places Directorate Risk Management Group through the Events Manager attending.	Events Manager	30th April 2018	This has now been implemented.
R2	A detailed action plan to implement the structured debrief recommendations should be developed and agreed with partners and progress against the agreed action plan should be regularly monitored through the SAG.	1	Agreed. Some areas have been implemented. To be taken to the Safety Advisory Group for discussion.	Emergency Planning Manager	31st May 2018	This has been implemented using the police structured debrief template as a model. This was successfully trialled at the Livewire Festival event in 2017.

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R3	Consideration should be given to what further action could be taken to ensure that event organisers supply the required events documentation in a timely manner.	1	<p>Agreed. Will contact in writing all event organisers with details of deadlines for submitting documentation.</p> <p>Will write to event organisers three months before events requesting documentation a minimum of two months before events.</p>	Events Manager	Ongoing	Implemented – all event organisers are advised of the need to provide paperwork in good time. As a result, the compliance has improved dramatically and we continue to work with event organisers who fall short of this requirement.
R4	The process for Highways involvement in event planning processes should be reviewed to determine whether earlier involvement in the processes can be achieved where this is applicable.	2	<p>Linked to recommendation three.</p> <p>Highways already sit on the Safety Advisory Group and therefore are party to event discussions.</p>	Events Manager	Ongoing	Implemented – highways attend all Safety Advisory Group meetings.

<i>Recommendation</i>		<i>Priority</i>	<i>Agreed Action</i>	<i>Responsible officer</i>	<i>Target Date</i>	<i>Progress</i>
R5	The approach to verifying events insurance cover details and assuring that they are adequate should be clarified and insurance details obtained in a timely manner.	2	Events Manager to ask for insurance cover details and Risk and Resilience Officer to check details via Safety Advisory Group as required. Linked to recommendation 3, insurance cover reminders to be included.	Events Manager	Ongoing	Implemented. Again, all organisers are advised of the importance of this requirement and insurance details now appear in documentation.
R6	The timing of meetings between the Police, event organisers and the Events Team should be reviewed as to whether meetings earlier in the event planning process are feasible.	3	Agreed. Pre-meeting before Safety Advisory Group meeting to be held where applicable.	Events Manager	As required	As per R3 organisers are advised of the importance of timings and separate meetings are arranged with police where necessary.

<i>Recommendation</i>		<i>Priority</i>	<i>Agreed Action</i>	<i>Responsible officer</i>	<i>Target Date</i>	<i>Progress</i>
R7	The on line event notification process on the Council website should be reviewed to determine whether a robust on line process can be cost effectively implemented.	2	Agreed.	Events Manager	31 st December 2018	Implemented. All paperwork is available online
R8	The development with key partners of a standard procedure setting out what is required for events held on the Tower Headland site should be considered in order to assist with managing risks on the site.	2	Agreed. Linked to recommendation 2.			Implemented. Agreed template for use of Tower Festival Headland in a secured format is in place.
R9	The events management procedures should be formally documented to assist with sharing understanding in the approach to managing event risks and for use, for example, in the absence of the Events Manager.	2	Agreed.	Events Manager	31 st December 2018	Implemented. Documents in place.
R10	A clear policy should be determined on the use of licence agreements in order to protect the Council's interests in relation to events held on Council land.	2	Agreed. Criteria to be developed.	Events Manager	31 st December 2018	Not yet completed. This recommendation requires a Corporate decision.

<i>Recommendation</i>		<i>Priority</i>	<i>Agreed Action</i>	<i>Responsible officer</i>	<i>Target Date</i>	<i>Progress</i>
R11	Any specific further training requirements for events risk management should be considered and appropriate training provision identified.	2	<p>Agreed.</p> <p>A gap analysis to be undertaken and a suite of relevant courses to be identified and cascaded to managers as appropriate.</p> <p>Records of training undertaken to be maintained by the IPA process.</p>	Director of Communication and Regeneration / Emergency Planning Manager	30th June 2018	Implemented.
R12	A protocol should be developed and agreed with key partners setting out the process to be followed when it is considered that an event is at risk of becoming unsafe.	1	<p>Agreed.</p> <p>To discuss at the Safety Advisory Group to see if any improvement can be made to the protocol.</p>	Director of Communication and Regeneration	30th April 2018	Implemented.

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R13	The approach across the Council to and capacity for event site visits should be identified including whether an event site sign off process should be considered.	2	Agreed.	Events Manager	30th June 2018	See R10.
R14	Event sign off processes across the Council should be reviewed to ensure a consistency in standards in order to provide assurance to the Council on the management of event risks.	2	Agreed. Events calendar to be provided to Safety Advisory Group.	Events Manager	31st May 2018	See R10.
R15	Additional mechanisms for capturing post event feedback should be considered.	3	On line post events feedback form to be considered.	Events Manager	31st December 2018	Implemented.