

Report to the Chief Officer (Highways and Transportation)

Date: 14 March 2017

Subject: Temporary Traffic Management Arrangement for Events during 2017/18

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

- 1 The Best City ambition is to improve the life for the people of Leeds and make our city a better place. Within the Best Council plan that underpins this are objectives to support communities and tackle poverty and the special events that take place across the city are a major contributor to this. Many of the “events” are community led and the more large scale events are charity operated with the money raised being put into Leeds based projects. In addition Leeds also plays host to two world class event in the Tour de Yorkshire and a leg of the World Triathlon Series which is part of the seven Breakthrough Projects within the plan. Newly developed Play Streets fit specifically into Leeds’ Child Friendly agenda.
- 2 Events happen across the city throughout the year both on and off the highway and Highways and Transportation through Traffic Engineering and Network Management offer a valuable service in managing and coordinating the events. Some events, whilst operating off the highway impact in some way on it and traffic management is often required to assist and mitigate these impacts. Within this the Authority works closely with event organisers to create a comprehensive Traffic Management Plan for the event.
- 3 The purpose of the report is to approve the temporary traffic management arrangements for the listed annual and known events to be held in 2017/18. A similar report has been approved since 2006.
- 4 Following the success of the Street Parties held as part of the Diamond Jubilee celebrations in 2012 and also the Big Lunch we also now facilitate requests for residential street parties and temporary play streets throughout the year and details are provided of the arrangements for dealing with these requests.

- 5 There are also parades and protest marches that take place throughout the year that arise as a result of specific national and world events. Unless there is intelligence to the contrary, these are dealt with under the right to peaceful protest/demonstration and they are controlled by the police with local input in the form of road works coordination and UTMC assistance where possible. However, the police do not have the authority to stop traffic in these circumstances so LCC, as Highway Authority, provide a temporary traffic regulation order whenever possible.

Recommendations

- 6 The Chief Officer (Highways and Transportation) is requested to:
- i) approve the delegation of authority to hold the events listed;
 - ii) give authority to the traffic management arrangements;
 - iii) request the City Solicitor to make the requisite temporary Orders for the regulation of traffic for each event listed in Appendix 1, the late applications and those associated with protests/marches/parades/demonstrations under relevant legal provisions as and when requested on behalf of the Chief Officer (Highways and Transportation); and
 - iv) approve the facilitating of street parties on weekends and Temporary Play Streets throughout the year at no charge to the organiser subject to organisers agreeing conditions in Appendices 2 & 3.

1. Purpose of the Report

- 1.1 To approve the annual reporting process for temporary traffic management arrangements which will be required for the events listed in Appendix 1.
- 1.2 To seek delegation of approval for the events listed and those that arise late in the piece that cannot be specifically reported including parades, demonstrations, protests and marches.
- 1.3 To seek approval of arrangements for residential street parties.

2. Background information

- 2.1 Throughout the year Traffic Engineering are involved in ensuring that traffic management arrangements for the numerous events, parades and celebrations, etc, which are a part of the life of the city and take place on or adjacent to the highway, are developed and operate to ensure the safety of those taking part without compromising significantly the efficient operation of the highway network.
- 2.2 Within this process officers work closely with organisers to create a robust and comprehensive Traffic Management Plan.
- 2.3 These events are wide ranging in their demands on the highway, the resource required to provide the required traffic management arrangements and the scale of the event. They range from small street parties, which require a short road closure and diversion of traffic, to major national and international sporting events which require a large amount of preparation, planning, agreement and close working with internal and external partners including the Police and other agencies. These events are reported here for approval.

- 2.4 Many of the events operate annually with little or no change to the traffic management arrangements, but with a level of planning, consultation and agreement prior to the event and dealing with comment and complaint post event. With current pressure on resources it is considered that a specified list of schemes should be reported annually for approval rather than individually, providing there is little or no change to the traffic management arrangement when details of the event are known. The agreement of the Police to the individual arrangements will still be obtained.
- 2.5 Both the Police and Traffic Engineering put considerable resources into the facilitation and management of these events. Both organizations emphasise their preference for events not to be held on the highway due to the safety and disruption issues. Information available on the website contains this advice.
- 2.6 It is important to note that last year the Police service adopted a new approach to the facilitation of public events. New guidance clarifying their position in relation to event management and Police resources was issued to those organisations that they previously provided traffic control for, confining Police action to those issues which are part of their core responsibilities. Specific Civic events do not form part of this.
- 2.7 Following consultation with the Police and other Emergency Services, Leeds City Council have adopted a wider Safety Advisory Group process through which the necessary and appropriate plans for all events on and off the highway and on both public and private land are submitted. This group is made up of senior officers from appropriate service areas of Leeds City Council and the Emergency Services and is aimed at ensuring a more focused approach by all concerned resulting in a better planned, safer and more resilient event. This group is still in a formative stage but is returning good results. The development of a webpage to give better more focussed initial information to organisers has begun and this is being lead by Resilliance & Emergencies through the SAG.
- 2.8 Requests are received from some organizers too late to be referred to the Highways Board for approval. These would be approved by the Traffic Engineering Manager in consultation with other senior officers and the Chief Officer (Highways and Transportation) informed where appropriate.

3. Main issues

- 3.1 The list of events/parades/celebrations for 2017/18 is shown in Appendix 1 to this report. It is considered these should be approved en bloc. Should any of these require significant changes to the Traffic Management Plan they would be reported individually.
- 3.2 Within the usual reporting arrangements a recommendation is to request the City Solicitor to advertise the requisite Temporary Orders for the regulation of the highway, on behalf of the Chief Officer (Highways and Transportation), to be implemented under the appropriate legal provisions as outlined in paragraph 4.5.
- 3.3 Under the proposed arrangements this individual recommendation would not be possible for each event. It is considered that in the annual reporting arrangements there will be a general recommendation for the named events only

and a formal application made from the Traffic Engineering Section to the City Solicitor for advertising of the Order(s) at the appropriate time.

- 3.4 Following the successful arrangements for holding street parties for the Diamond Jubilee in 2012 and the Big Lunch in recent years requests were received as to whether the Council would continue to waive the charges for similar street parties in the future. Officers consider that if street parties and the like could be organised within clear guidelines for organisers then it is possible to offer a similar no cost agreement. Street parties etc. outside of these guidelines would incur a standard charge. A set of conditions is attached in Appendix 2.
- 3.5 The concept of Play Streets (where short term road closures enable streets to be traffic free for the day to facilitate play and other activities) is also becoming part of the fabric of local communities and, similar to street parties, are a good way of building stronger communities and a child friendly city. It is also another way of encouraging healthier lifestyles.
Again, it is felt that if these are organised within clear guidelines then it is possible to offer support and advice to the organisers as well as a no cost agreement for the TTRO aspect that LCC as highway authority are obliged to undertake.

4.1 Consultation and Engagement

- 4.1.1 No consultation has been undertaken since this report is concerned with operational practices within City Development. Ward Members will be aware of the process for applications and are advised of the relevant advertised Traffic Regulation Orders.
- 4.1.2 As part of the planning and preparation for events an appropriate level of consultation with partners, stakeholders affected parties is always undertaken by the organiser(s).
- 4.1.3 The Executive Member has approved the street party process and the Play Street concept is a council initiative and endorsed by the Leader.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 An Equality Impact Assessment was undertaken in June 2009 on the process for approving special events and has been reviewed as part of this report submission. The only change to the process since 2009 is the proposal to ask all organisers to fund the cost of advertising their event. An equality, diversity cohesion and integration screening process was performed to assess the impact of this at the time.

4.3 Council policies and City Priorities

- 4.3.1 Environmental Policy: The inevitable disruptions may necessitate drivers to be delayed or travel a little further, thereby increasing exhaust emissions for the duration of the events. However, specific and comprehensive Traffic Management plans are created to minimise this impact.
- 4.3.2 Local Transport Plan: These proposals will not affect the Local Transport Plan.

4.4 Resources and value for money

- 4.4.1 Staffing: By reporting annually staff resources will be used more efficiently.

4.4.2 Funding: With the exception of Civic Events, Street Parties & Play Streets and those major events that the authority is a partner in the delivery of through Value In Kind type arrangements, the full cost of the Traffic Management and the legal framework to support this is borne by the organiser(s) of the event.

4.5 Legal Implications, Access to Information and Call In

4.5.1 Section 14 of the Road Traffic Regulation Act 1984 - temporary prohibition or restriction of traffic on roads as a consequence of a perceived danger to members of the public.

4.5.2 Section 16A of the Road Traffic Regulation Act 1984 as inserted by Section 1 of the Road Traffic Regulation (Special Events) Act 1994 - temporary prohibition or restriction of traffic on roads in connection with a sporting event, a social event or in relation to entertainment which is taking place on a road.

4.5.3 Section 21 of the Town Police Clauses Act 1847 - the temporary control of traffic – ostensibly by the police- in connection with such activities as processions, rejoicing and illuminations.

4.6 Risk Management

4.6.1 There are risks with any activity on the highway and every effort is made to have these events take place off the highway. Appropriate barriers, signing & coning and/or police presence will be required to reduce risks. This is documented in the Event Management & Traffic Management Plans associated with the events and submitted to the Safety Advisory Group.

4.6.2 Event organisers are required to have Public Liability Insurance and required to produce full documentation commensurate with the size and scale of the event.

5. Conclusions

5.1 The Annual report was adopted for the first time in 2006 and operated successfully. It is considered that the process should be repeated on an annual basis.

6 Recommendations

6.1 The Chief Officer (Highways and Transportation) is requested to:

- i) approve the delegation of authority to hold the events listed;
- ii) give authority to the traffic management arrangements;
- iii) request the City Solicitor to make the requisite temporary Orders for the regulation of traffic for each event listed in Appendix 1 under relevant legal provisions as and when requested on behalf of the Chief Officer (Highways and Transportation); and
- iv) approve that the charge for residential street parties and Play Streets is waived.

7.0 Background Documents¹

¹ The background documents listed in this section are available to download from the Council's website, unless they

- 7.1 Appendix 1 - List of Annual events.
- 7.2 Appendix 2 – Conditions for organising residential road street parties.
- 7.3 Appendix 3 – Conditions for organising Play Streets.

Equality, Diversity and Community
Cohesion Impact Assessment Form
April 2014



Impact assessment of: **Special Events** _____

Responsible service/ directorate: **Highways and Transportation, City Development,**

Date of assessment: **8th June 2009** __ (reviewed 2015) _____

<p>Summary of service/ policy that was assessed:</p> <p>Community and fund raising events occur in the city that require roads to be closed or effect areas of the highway that have restrictions placed on them. The closing of a road for such an event is a legal process which requires statutory notification. Highways and Transportation in conjunction with the police and event organisers design the traffic management measures, balancing the needs of the event and other road users and communities. They promote the appropriate traffic order, carry out statutory notifications and provide information for the signs and cones required. The police may decide that an event cannot go ahead as it has public order or public safety implications but this is not a decision for the local authority. This service covers events that either require roads to be closed, restricted or a rolling road closure, which is implemented by the police.</p>

Summary of Actions arising from Assessment (include all actions arising from sections 2,5,6,7,8 and 9 and ensure that these are included in your service or business plans)		
Actions	Responsibility	Timescale
No actions arose from this assessment		

Contact person for the assessment: _ Mary Levitt-Hughes, Principal Quality and Projects Officer, Highways and Transportation, 0113 395 015, mary.levitthughes@leeds.gov.uk

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager

		of service
Howard Claxton	Leeds City Council	Head of Service
Andy Merckel	Leeds City Council	Manager of Service
Mike Wild	Leeds City Council	Manager of Service
Mary Levitt – Hughes	Leeds City Council	Equality Officer
Sandy Rutherford	Leeds City Council	Equality Officer

1. Aims of the service or policy

Highways and Transportation receive requests every year from event organisers to facilitate street parties, races, processions and other events by giving the appropriate traffic order. The aim of the service is two fold, one to ensure all events that require road closures and diversions take place legally, the second is to facilitate events thus ensuring that both community and commercial events can go ahead whilst minimising the inconvenience to other road users. The costs of promoting these events is high and these costs are passed on to commercial clients.

2. Fact finding

Make a note here of all information you will be using to carry out this assessment; including previous consultation, involvement, research, equality monitoring and customer/ staff feedback.

Make a note of any gaps in the information and how this will be gathered.

An annual report is published listing the 90 plus events that are carried out every year in Leeds and for which there are traffic management plans. This list is growing. More events happen in the summer but events do occur all year round. There is a large range in the size of events, currently the largest being the Leeds Festival in Bramham. Some events such as this year's Big Lunch will be 'one offs' linked to national campaigns or important anniversaries so numbers will vary year on year. Feedback is sought from the organisers of the event and is normally complimentary.

Complaints do come in from members of the public if they have not seen signs about the event and therefore have not received information about how to avoid the closures. There is a debrief after larger festivals and parks and countryside events to look at how the event went. This includes traffic issues, and discussions would be held with the police if anything went wrong.

The police can close roads due to extraordinary circumstances such as a road accident but not for planned events. For this they need a road closure order.

3. Involvement

Have you involved appropriate community groups in the assessment? Please list here who was involved.

If community groups were not involved in the assessment please explain your decision here.

Community groups, event organisers and police are involved in discussions about the events but have not been specifically involved in this assessment.

4. Adverse affects

Summarise here any adverse affects identified from your fact finding and assessment team meetings.

Barrier	Adverse affect	Who does this impact on	Why
Road closures would	Organisers may	Organisers of events	Closure of the

be discouraged if non Highway Land could be used instead.	need to rethink event location and advertising.		highway disrupts the movement of traffic and is avoided if suitable nearby alternative sites are available.
First time event organisers may not know where to go for permission to close roads.	There may be a slow start to organise the event or the event may be organised without the proper permissions.	First time organisers of events particularly small events.	If people do not know where to go for permission to close roads this could cause delays
First time event organisers may not know where to go for permission to close roads.	Requests may come in late causing workflow difficulties for small number of staff qualified to carry out the work or with insufficient time to advertise road closures.	Members of Traffic Management qualified to carry out the work.	There is a recommendation that events are advertised at least a month in advance, however this only a recommendation. Small numbers of staff qualified for the task and variable numbers of events throughout the year can cause work flow difficulties.
There may be public order considerations that mean an event is not allowed or place restrictions on the event.	Event would not be allowed to proceed or could only proceed in modified fashion or at extra cost.	Police	Police decisions on public order implications are final, however this is not the responsibility of the LCC.
Costs of statutory advertising of the event, legal and staff costs associated with organising road closures can be prohibitive	Event may need to be modified, moved or abandoned depending on circumstances.	Organisers and people who would attend the event	There is a statutory requirement to place advertisements in a local well read newspaper and costs for this can be high. Legal and staff costs are kept to a minimum but some events can take considerable organisation.
Users of the highway may not have seen advertising of the road closures.	Journeys may be delayed or need to be re-planned or abandoned.	Users of the highway	Advertising takes place on the route and in the local paper with the widest coverage but not everybody sees the signs or reads that paper.

5. Barriers and actions needed

For each barrier, give some details of the current position in relation to the service/ policy and identify the actions needed, who is responsible for taking the actions forward, when by, any resource implications and who needs to be involved in implementation of the actions.

If a barrier is not applicable to the service/policy, please explain why in the current position box.

A. Built Environment				
Current Position: For example number of buildings open to the public or maintained by the service				
Events are always held on pre-existing venues throughout the city. Organisers do not need to come to the office for advice officers will go to them so no barriers are identified for this section.				
Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

B. Location

Current Position: For example where is the service delivered from, is it office based or in a community setting.

The first question considered with organisers is does the event need to be held on the highway or can it be held on other nearby land, such as a communal park which would mean that the highway need not be closed and there is no disruption to road users. A route is often suggested by organisers but work may need to be done on the route to minimise the disruption for other road users. The larger and more used the road closed or restricted the more disruption. The city centre loop is a particularly vital piece of road which needs to be kept open to get people around the city. Here key issues that would be planned are the timings of road closures to avoid busy periods, rolling closures of roads so the amount of time a road is closed can be minimised and whether nearby smaller roads closures could be used to minimise disruption to other road users and businesses in the city. The Jane Tomlinson 10 k run takes place through the city centre and has certain restrictions on the roads that can be involved as it is also a 10k wheelchair race.

Considerable work has gone on with the event to balance the needs of organisers, participants and the wider community and this was recognised as the best new running event in the country. However because of this and its growing popularity work will continue to be needed on planning this event. A request was made this year for an Orange Day Parade in Rothwell, which went from Belle Isle, across the A61 and along Leadwell Lane finishing in Rothwell. Closure of the A61 would have led to considerable disruption to motorists. Discussions were held with the police and organisers and the parade was moved to everyone's satisfaction to the city centre allowing less road closures, enhanced public safety and more publicity for the event.

Requests can be made for any area within Leeds.

Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?
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C. Information and communication

Current Position: For example what information is provided about the service/ policy and who is this aimed at?

The Council website has details of contacts for organisers. Alternatively contact can be made direct with Highways by telephone, fax, email or letter. With campaigns such as the "Big Lunch" which will potentially generate a lot of small events organised by people who have not organised them before there is a referral to Highways and Transportation on the web site with a simple form giving details of the planned event and general advice. This was used for the Millennium and Golden Jubilee street parties very successfully. A set of rules on how to organise was developed, information was obtained from organisers, leaflets on how to organise the event including details of

where signs and cones could be obtained from was given to people organising events. Many people come direct to Highways and Transportation and are also referred by the Police, City Centre Management and the Lord Mayor's office if they contact them. Annual event organisers know where to come.

All promotional advertising for the event is carried out by the organisers who wish to make sure their event is well publicised and attended. Only the statutory notifications are carried out by Highways and Transportation. Highways Officers will endeavour to make sure that organisers do consult their events locally. If people ask for advice on how to avoid clashes when they see the signs or adverts this is given and an organised plan will be developed. Traffic Management will liaise with the organisers and police. For example a plan was put in place during the Milk Bike Race a few years ago to enable a wedding planned just off the route to go ahead with minimal disruption to guests and the bride and groom getting to and from the wedding.

Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

D. Customer care and staff training

Current Position: For example what training do you provide for your staff in relation to the service/ policy?

Highways and Transportation receive requests every year from event organisers to facilitate street parties, races, processions and other events. The service tries to balance the needs of the wider community with the needs of the organisers. With campaigns such as the "Big Lunch" which will potentially generate a lot of small events organised by people who have not organised them before there is a referral to Highways and Transportation with a simple form giving details of the planned event and general advice. This was used for the Millennium and Golden Jubilee street parties very successfully. A set of rules on how to organise was developed, information was obtained from organisers, leaflets on how to organise the event including details of where signs and cones could be obtained from was given to people organising events. One order was placed to advertise all the street closures for events which cut down the cost of placing an order. LCC paid for the advert.

Highways Officers will give advice on organiser's duties and help with identifying what needs to be done particularly with small organisations or first time organisers, however many organisations do not need help as they have organised events before or have their own organisation's guidelines.

There are only a few people involved in planning the road closures who all have the necessary qualifications and experience. Organising events can take a considerable period of time. Events are carried out all year but more occur in the summer months. Some events are known about well in advance and plans for annual events can be amended however some events do come to the attention of the team at quite short notice which can cause workflow difficulties.

Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

E. Timing

Current Position: For example is the service based round traditional working hours.

The time to develop an appropriate traffic plan depends upon the size of the event. Larger events may need 6 months of planning compared to 6 weeks for smaller events, for example the Leeds Festival at Bramham, the biggest, takes about a year. Advertising of road closures should take place about a month before the event. Advertising takes place in a local newspaper (Yorkshire Evening Post) and on street signs. This time limit is recommended but not statutory. For the Leeds Festival this year warnings about following routes and potential delays were given out on national radio stations at the time when people were arriving at the festival.

Many events are held when traffic would be at a minimum such as early Sunday morning to avoid disruption of other traffic, for example the Abbey Dash, timings of events are discussed with the organisers. Events which occur over a long period can have roads closed for periods of the event and not for the whole event thus minimising disruption, for example the Jane Tomlinson Run starts on the busiest roads allowing those roads to be closed for the minimum of time as well as ensuring a high publicity starting point for the race.

Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

F. Stereotypes and assumptions

Current Position: For example is the service or policy aimed at one community or a particular type of family unit?

The service needs to be divorced from the purpose of any march, and the police are responsible for considering public safety or public order implications. For example in the rerouting of the Orange Parade from Rothwell to the city centre. Being neutral can be difficult politically as promoting the order can be seen as supporting the event. Objections have been raised about some events based on discriminating attitudes from persons objecting to the event. Contentious events may require agreement from Senior Management and elected politicians. Local members are approached for support if any event develops controversy for example with recent Love Parade.

Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

G. Cost

Current Position: For example do people have to pay to use the service, will the policy change the way the council charges for its service.

The main costs involved are the staff costs associated with the work involved in drawing up the route and organising the legal notices. Legal costs need to be paid and can be thousands of pounds. There is also a requirement to advertise closures in a local paper which gets the widest coverage. Though free papers can be cheaper to advertise in they do not necessarily get the coverage and so the Yorkshire Post is used. Adverts are paid for by column inch and a small notice will cost about £800. Adverts are also printed and placed on street attached to lighting columns, which has associated printing and fixing costs. If a number of smaller events are to be held related to a certain occasion costs are minimised by promoting a single order. There is also a cost associated with putting out cones to physically mark closed roads.

Some local and community events may receive help with costs, commercial events do not. The boundaries of community and local events is not clearly defined and decisions are taken on an individual basis.

For national events and campaigns such as Millennium Street Parties and the “Big Lunch” which will give rise to many small events happening at the same time one order was / will be placed to advertise all the street closures which cuts down the cost of placing an order. LCC has paid for this advert in the past.

Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

H. Consultation and involvement

Current Position: For example what consultation is carried out by the service or what involvement are you planning to implement the policy?

Feedback is sought from the organisers of the event and is normally complimentary. Complaints do come in from members of the public normally if they have not seen signs about the event and therefore have not received information about how to avoid the closures. Highways Officers will endeavour to make sure that organisers do consult about their events locally. Legal adverts are placed in the Yorkshire Post as this has the widest coverage in the locality but this does not reach everyone. There is a debrief after larger festivals and parks and countryside events to look at how event went. This includes traffic issues, and discussions would be held with the police if anything went wrong.

Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

I. Any other barriers specific to the service/ policy

Current Position: For example is there any other barriers that haven't been covered such as partnership working and any statutory limitations or obligations?

The police can close roads due to extraordinary circumstances such as a road accident but not for planned events for this they need a road closure order. Due to the general movement of society where people will sue or object to events or challenge authority, the police who would have helped organisations informally before now need to carry out a risk assessment and will require a traffic management plan. This has meant organisations of events has become more time consuming and complicated as more details are required to be written down on paper.

Action needed	Responsibility	Timescale	Resources	Who should be involved in the implementation?

6 . Which communities may perceive the impact on them differently?

It is important to look at the potential impact of the service or policy on different sectors of the community and community relations The impact could be negative in that one or more groups are disadvantaged by the service or policy or positive, in that one group may receive greater benefit from the service or policy than do other groups. For example if a grant fund is aimed at one community how will other communities perceive this?

The table below may be useful in focussing on specific aspects, if there are a number of areas to be considered.

Aspect of service/ policy	Negative impact	Positive Impact	Action needed or justification for decision
People trying to use roads that are closed.	Drivers have their journeys disrupted or lengthened due to queues.	Events can be held safely.	The service tries to balance the needs of the wider community with the needs of the organisers and those attending.

7. Community Relations

What is the impact of this service or policy on community relations? How can this service or policy be used to promote good/better community relations and what actions do you need to put in place to make this happen?

For example providing opportunities for people from different backgrounds or communities to meet.

Impact	Action needed	Responsibility	Timescale
Local events encourage participation from amongst the community , generating community spirit and upholding traditions.	To continue supporting local events.	Officers, police and Councillors	Ongoing
Particular marches may have implications for public safety dependant on the purpose of the march or other event.	Marches are referred to the police for their comments. Local councillor involvement is also sought.	Police and local councillors.	Ongoing as marches or other events arise.

8. Community Safety

What is the impact of this policy, service or function on community safety and what

actions do you need to put in place to make this happen? For example what is the potential for the service/policy to reduce crime or disorder?			
Impact	Action needed	Responsibility	Timescale
Particular marches may have implications for public safety dependant on the purpose of the march.	Liaison with the police for their comments. Local councillor involvement is also sought.	Police	Ongoing as marches or other events arise.

9. Governance and ownership
Who needs to agree the actions identified by this assessment and ensure progress is made? How will this be monitored? For example a report to senior management team or the project board responsible for the policy.

No actions have been identified in this assessment so no monitoring needs to take place. The Traffic Engineering Manager is responsible for deciding if the service changes sufficiently that this impact assessment need to be revisited. Both the Acting Traffic Engineering Manager (Nicholas Hunt) and Head of Highways Services (Andrew Hall) are responsible for approving this assessment.

10. Approved by
State here who has approved the actions and outcomes from your impact assessment. This may be your senior management team, your director or Board.

Head of Transportation (Andrew Hall)
Traffic Engineering Manager (Nicholas Hunt)

11. Summary form completed and passed to the Equality Team.

Who by: Sandy Rutherford

Date:

ANNUAL EVENTS/PARADES/CELEBRATIONS 2017/18

Event

Civic Events (promoted through Mayors' Office; funded by Traffic Engineering)

Armed Forces Day
Remembrance Day Parades (20 locations in 2017)
Armistice Day (when different to Remembrance Day)
Freedom Parades
Trafalgar Day
Bligny Sunday Commemorative Parade

Events to Promote Leeds (These are usually promoted through Parks & Countryside, Culture & Sport or other Council Service areas and Traffic Engineering will be asked to support as 'One Council'.)

British Cycling Mass Participation Event – city centre traffic free cycle ride
Leeds City Centre Christmas Lights Switch-on (The TTRO for this includes the locality events that are organised externally)
Light Night
Temple Newsam Events
Roundhay Park Events
Kirkstall Abbey Events
Sporting Event Screenings in Millennium Square – to facilitate safe egress
Millennium Square Concerts – To facilitate safe access and egress
Leeds Pride – Parade and Event Space
Christmas Market & Fun Fair

Major Events in Leeds. These are high profile national and international events for which Leeds City Council is a delivery partner.

Tour de Yorkshire Cycle Race
World Triathlon Series (Leeds)
Leeds Festival – Bramham Park
Leeds West Indian Carnival/Reggae Concert
Leeds Half Marathon

Charity Events (Events which have the sole aim of raising funds for a charity)

Abbey Dash Road Race
Race for Life (Temple Newsam event)
Jane Tomlinson 10k Road Race

Externally Promoted (These are events which are promoted through an external organisation. Most are commercially orientated but others, while raising funds for charity, cover the majority if not all costs of traffic management.)

Harewood Estate Events Programme

Mint Music Festival
Leeds Music Festivals - events across the city
Lotherton Park Events
Leeds Triathlon
Headingley Stadium Concerts
Bramham Horse Trials
Dogs Trust Open Day
Minden Day Freedom Parade
East Leeds Lions M/c Rally, Eccup
Slam Dunk Music Festival
The Big Disco – no plans for 2017 as yet but there was great support...
Chevin Chase, Otley

Local Celebrations (These are events which are local to certain parts of Leeds or sections of the community. Some will have a charitable fund raising element.)

St Patricks Day Parade
Otley Town Centre Road Race
Vaisakhi Parade
Holbeck Gala Parade
Birthday of the Holy Prophet
Rothwell May Day Carnival
Otley Victorian Fayre
Pudsey Carnival
Beeston Community Event
Rothwell 10k
Morley Carnival Parade
St George's Day Parade, Morley
St George's Day Parade, Horsforth
St George's Day Parade, Pudsey
St George's Day Parade, Armley
St George's Day Parade, Otley
Normandy Veterans Parade
Yeadon Carnival
Yeadon Charities Car Boot
Kippax Carnival
Rothwell Royal British Legion Parade
Rothwell Carnival Procession
Bramley Carnival
Gipton Gala
Garforth Arts Festival/Street Entertainment
Chapel Allerton Arts Festival
Ganesh Parade
Morley Queen Street Market
Rothwell Commercial Street Market
Birthday of the Holy Prophet Muhammad
Barwick-in-Elmet Maypole Raising.
Otley Chevin Running race
Horsforth Harriers 10K Road Race
Little London Lantern Festival procession
Kirkstall Festival
Otley Food Festival
Pool Feast 5K run
Otley folk festival

Pudsey 10k Road Race
Pudsey Help for Heroes Parade
Horsforth Gala
Rombald's Stride
Yeadon Christmas Lights
Morley Christmas Lights
Gildersome Christmas Lights
Horsforth Christmas Lights
Chapel Allerton Christmas Lights
Farsley Christmas Lights
Crossgates Christmas Lights
Garforth Christmas Lights
Kippax Christmas Lights
Wetherby Christmas Lights
Methley Christmas Lights
Pudsey Christmas Lights
Guiseley Senior Citizens Parade
Yeadon Charities Association Day Trip
Otley Cycle Race
Otley Show
Good Friday March – Headingley
Good Friday March – Horsforth
Good Friday March – Pudsey
Muslim Eid Milad - Un - Nabi Procession, Harehills
Otley Carnival Procession
Rodley Beer Festival
Garforth Lions Gala Parade
Guiseley Carnival
Corpus Christi Procession, Headingley
Drighlington Gala Parade
Meanwood Festival
Armley Festival

Other Events (These are Annual Events which cannot be described as 'local community' but reflect wider associations with Leeds.)

TUC May Day March
Royal Naval Association March
Eccup 10mile Road Race
Leeds Crusaders Annual Rideout
Headingley Stadium Test Matches
Orange Day Parade

One –Off Celebrations

One off specific events which total typically between 6 and 10 per year and are fully charged to the organiser (including Staff & Legal costs)

Street Parties.
Play Streets.

Conditions for Street Party not to incur a Charge.

Completion of the application form. Details required include:-

- the name and contact details of the applicant;
- the name of the street(s) in question (if not the whole street then the required length;
- the times and date of the closure (allow for setting up and dismantling);
- a sketch plan of the street(s) involved showing suitable closure and diversion signs.
- a written statement to say that frontagers have been consulted and their agreement obtained no later than 25 days prior to the event

Organisers to be responsible for obtaining any signs required for diversions,

Application only applies to parties on residential roads which are not bus routes,

Deadline for applications to be 25 working days prior to the event.

Public liability insurance required.

Play Street General Guidelines.

Completion of the application form. Details required include:-

- the name and contact details of the applicant;
- the name of the street(s) in question (if not the whole street then the required length; Note that some streets may not be suitable and so contact with LCC is recommended prior to moving forward
- the times and date(s) of the closure (allow for setting up and dismantling);
- a sketch plan of the street(s) involved showing suitable closure and diversion signs.
- a written statement to say that frontagers have been consulted and their agreement obtained no later than 25 days prior to the event

Organisers to be responsible for obtaining any signs required for diversions,

It is recommended that the organiser undertakes a risk Assessment and arranges appropriate Public Liability cover.

Organiser(s) are responsible for returning the street to 'normal' ready for reopening.

Deadline for applications to be 25 working days prior to the event.