

Leeds Festival 2023 Event Management Plan Method of Approval

Date: Tuesday, 21st November 2023

Report of: Chief Officer Elections and Regulatory

Report to: Licensing Committee

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief Summary

Leeds Festival (“the Festival”) takes place each August Bank Holiday at Bramham Park.

The Festival is authorised under a Premises Licence (“the Licence”), granted under the Licensing Act 2003 and issued by the Licensing Authority to Festival Republic Limited (“Festival Republic”) in 2006.

The Licence is subject to a condition that the Event Management Plan and any revisions to the Event Management Plan must be approved by the Licensing Authority prior to the Festival.

At the Licensing Committee meeting on the 1st August 2023, part of the resolution was to present a report to the next Committee meeting which would give the Committee an opportunity to review the process for the approval of the Event Management Plan.

The licensing regime contributes to Best City Priorities 2020-25 (see the [latest version available here](#)):

- Culture
- Safe, Strong communities
- Inclusive Growth

Recommendations

The Licensing Committee is asked to consider the method of approval of the final Event Management Plan for Leeds Festival 2024 and onwards, and agree to one of the following options:

- To continue with the existing arrangements and delegate approval of the final Event Management Plan to the Chief Officer, Elections and Regulatory; or
- To consider alternative options.

Members may consider it appropriate for the public to be excluded from part of the meeting to allow the discussion of potentially confidential information associated with the Festival which falls under the Access to Information Procedure Rule 10.4(3), as it includes information relating to the financial or business affairs of a particular person or organisation and in all the circumstances of the matter the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Why is the proposal being put forward?

- 1) The Leeds Festival Licence is subject to a condition that each year an Event Management Plan (“EMP”) and any revisions to the EMP must be approved by the Licensing Authority prior to the Festival.
- 2) The EMP sets out all arrangements for the event which contribute to the licensing objectives:
 - The prevention of crime and disorder;
 - The prevention of public nuisance;
 - Public safety; and
 - The protection of children from harm.
- 3) At the Licensing Committee Meeting on 1st August 2023 the Licensing Committee resolved:
 - a. To note the presentation from Mr M Benn and representatives of Festival Republic on the planning and preparation for the 2023 Festival, and the comments from partners of the Safety Advisory Group provided in discussions with the Committee;
 - b. To delegate approval of the final Leeds Festival 2023 EMP to the Chief Officer, Elections and Regulatory; and
 - c. That a report be presented to the next Committee meeting which would give the Committee an opportunity to review the process for the development and sign-off of the EMP, in conjunction with SAG partners, for the 2024 Leeds Festival.

History

- 4) The Licence for Bramham Park was granted in 2006.
- 5) The Licence is subject to a condition that each year an EMP and any revisions to the EMP must be approved by the Licensing Authority prior to the Festival.
- 6) The EMP is uploaded by the document owner to Resilience Direct, a secure national government platform for storing and sharing sensitive information with emergency services and relevant partners of the Leeds Safety Advisory Group (“SAG”).
- 7) Partners of the SAG include West Yorkshire Police, the Security Industry Authority, West Yorkshire Fire & Rescue Service, Yorkshire Ambulance Service, Leeds Teaching Hospitals NHS Trust, LCC Public Health, Highways England, West Yorkshire Combined Authority, LCC Highways and Urban Traffic Control, LCC Environmental Health, LCC Health & Safety/Building Control, LCC Cleansing and the Licensing Authority.
- 8) The Licensing Committee Members also have access to the EMP via Resilience Direct.

- 9) A report is brought before Licensing Committee in early August preceding the Festival for Members to be presented with updates from Festival Republic and SAG partners. Any recommendations made at that time may be taken forward for inclusion in the final EMP.
- 10) As the EMP is an evolving document the final version is not normally available until shortly before the start of the Festival allowing for any unpredicted changes in consultation with relevant SAG partners. Consequently, it is unfeasible for the Licensing Committee to approve the EMP at the August meeting, and Members will resolve to delegate approval of the final EMP to the Chief Officer, Elections and Regulatory.
- 11) The Chief Officer will then approve the EMP on receipt of satisfactory confirmation from all SAG partners. This usually takes place early in the week of the Festival.
- 12) On the 1st August 2023 the Licensing Committee resolved to delegate approval of the EMP to the Chief Officer.
- 13) That same resolution included:
 - c) That a report be presented to the next Committee meeting which would give the Committee an opportunity to review the process for the development and sign-off of the EMP, in conjunction with SAG partners, for the 2024 Leeds Festival.

What impact will this proposal have?

Wards affected: Wetherby & Harewood

Have ward members been consulted? Yes No

What consultation and engagement has taken place?

- 14) The meeting of the Licensing Committee on the 21st November 2023 will be the first consultation and engagement in relation to this matter.

What are the resource implications?

- 15) No resource implications for the licensing authority have been identified.

What are the legal implications?

- 16) Members may consider it appropriate for the public to be excluded from part of the meeting to allow the discussion of potentially confidential information associated with the Festival which falls under the Access to Information Procedure Rule 10.4(3), as it includes information relating to the financial or business affairs of a particular person or organisation and in all the circumstances of the matter the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
- 17) There is no scope for the Licence to be amended, suspended, or revoked under the recommendations in this report.

What are the key risks and how are they being managed?

18) There are no key risks identified.

Does this proposal support the council's 3 Key Pillars?

Inclusive Growth Health and Wellbeing Climate Emergency

19) The Health and Wellbeing Key Pillar is engaged as the EMP approval process is concerned with public safety.

Options, timescales and measuring success

20) To agree a suitable method of approving the Event Management Plan in advance of the report presented to Licensing Committee on the planning and preparation for the 2024 Festival.

Appendices

None

Background papers

None