

Report of Development Manager

Report to Chief Officer Parks and Countryside

Date: 22nd November 2018

Subject: Creation of two Carnival and Events Posts in Parks and Countryside

Are specific electoral wards affected? If yes, 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for call-in?	<input type="checkbox"/> Yes <input checked="" 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 Leeds Carnival is the largest participatory event held in the city each year, with tens of thousands of people estimated to attend over the Bank Holiday weekend.
2. Parks and Countryside are event organisers and therefore have responsibility for ensuring that arrangements are in place to manage health and safety risks to an acceptable level for all aspects of the formal carnival events.
3. Two posts are therefore proposed to be created as follows:
 - Carnival and Events Manager
 - Assistant Carnival and Events Manager

Recommendations

The Chief Officer Parks and Countryside is requested to approve the creation of new posts in the Parks and Countryside service to focus on event planning and delivery for the Leeds West Indian Carnival and Black Music Festival.

1. Purpose of this report

- 1.1 This report considers the recommendations of a recent audit report on the management arrangements of the Leeds West Indian Carnival and Black Music Festival and seeks approval for the creation of two posts to focus on planning and delivering the events over the August bank holiday weekend.

2. Background information

- 2.1 The Leeds Carnival is the largest participatory event held in the city each year, with tens of thousands of people estimated to attend over the Bank Holiday weekend. The event is made up of the following formal elements:
- The Black Music Festival (BMF) which was previously known as the Leeds Reggae Concert and has been running in some form for over 30 years;
 - J'ouvert morning, which is a mini parade held on August Bank Holiday Monday;
 - Leeds West Indian Carnival Parade, which is held on the August Bank Holiday afternoon.
- 2.2 Parks and Countryside are event organisers and therefore have responsibility for ensuring that arrangements are in place to manage health and safety risks to an acceptable level for all aspects of the formal carnival events. A number of partners provide support to the running of the event including emergency services and contractors (e.g. fire safety, medical cover, health and safety, and power supply). West Yorkshire Police (WYP) are a key partner, providing advice on specific measures such as counter terrorism. WYP also provide significant resources over the Leeds Carnival weekend to help maintain public order and to ensure the adherence to temporary traffic orders.
- 2.3 The most significant risk for the event is the loss of life or serious injury to those who attend the event (irrespective of whether they are participants, members of the public, council staff, contractors or volunteers) where proportionate safety arrangements have not been put in place. It is therefore that there are suitable event planning arrangements in place, including staff identified to plan and deliver the event.

3. Main issues

- 3.1 The audit report makes clear reference to a new post of Carnival and Events Manager that should be created and be responsible for the following:
- The expected roles and responsibilities of all those involved in delivering the event.
 - A procurement plan that identifies the areas of contractor expertise and specialism required to supplement existing internal resources.
 - The availability of funding to enable the service to commence event planning ahead of the start of the new financial year.
 - A timeline of activity that schedules the completion of all key event planning tasks building in opportunity for the appropriate level of governance, scrutiny and challenge.

- 3.2 Furthermore there is clear reference to succession planning arrangements, and the appointment of deputies which is a particularly important consideration to enable operational decision-making. The audit report makes specific reference to the creation of an Assistant Carnival and Events Manager post.
- 3.3 Two posts are therefore proposed to be created as follows for which job descriptions have been subject to job evaluation and the grades reflect this outcome:
- Carnival and Events Manager
 - Assistant Carnival and Events Manager

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 The audit report involved consultation with a wide range of senior officers in the council, agencies and key partners to inform the recommendations referred to in this report.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 An equality, diversity, cohesion and integration screening is attached to this report.

4.3 Council policies and best council plan

- 4.3.1 The new posts proposed in this report will be recruited in line with Council policy and current legislation. Furthermore they support the Vision for Leeds 2011 to 2030 and in particular the aspiration that 'there are high quality buildings, places and green spaces, which are clean, looked after, and respect the city's heritage, including buildings, parks and the history of our communities' as part of the overall aim that 'all Leeds' communities will be successful'. The proposals contribute to the Best Council Plan outcomes to 'enjoy happy, healthy, active lives', and 'enjoy greater access to green spaces, leisure and the arts' and also priority 20 'enhancing the quality of our public realm and green spaces'.

4.4 Resources and value for money

- 4.4.1 A pressure of £250k in respect of the expenditure budget for the carnival events has been identified with plans to inject this into the budget from April 2019. However, given the need to undertake key planning activities for the 2019 events it is necessary to create these posts at this stage funded via the existing Parks and Countryside revenue budget.

4.5 Legal implications, access to information, and call-in

- 4.5.1 There are no legal issues identified with this report or with access to information.

4.6 Risk management

4.6.1 The creation of these posts will help mitigate against significant risks for the council identified as follows:

- The most significant risk for the event is the loss of life or serious injury to those who attend the event (irrespective of whether they are participants, members of the public, council staff, contractors or volunteers) where proportionate safety arrangements have not been put in place.
- serious failings in the event management process could result in:
 - Corporate manslaughter charges against Leeds City Council and its contractors;
 - Significant fines; and,
 - Reputational damage in the event of an avoidable death or serious injury to anyone at the event.

5. Conclusions

5.1 There are significant risks for the council with regard to the health and safety arrangements for the carnival events. The creation of two posts will play an important role in preparation and planning for these events, working with partners, agencies and contractors to put in place suitable arrangements to mitigate identified risks.

6. Recommendations

6.1 The Chief Officer Parks and Countryside is requested to approve the creation of new posts in the Parks and Countryside service to focus on event planning and delivery for the Leeds West Indian Carnival and Black Music Festival.

7. Background documents¹

7.1 None.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.