

Appendix A - Events and Festivals Policy Change Log & Consultation Feedback

No.	Policy Change or addition	Policy Reference	Process change or addition
1	New - Include event organisers consultation as a requirement	New item at 6.6	Consultation process for minor and major events
2	New - Media - a declaration of what media (press, TV etc.) it is intended to be used	New item at 6.7	Collation of media releases to be shared with DCP Communications Team
3	N/A	N/A	New - Update the D4Y webpages with new policy documents, centralise event information from across DCP and partners
4	N/A	N/A	New - Produce map of W&P identifying all land and premises covered by the policy to ensure ownership and responsibility has clarity
5	N/A	N/A	Scale of Charges - The scale of charges must be used in conjunction with the DCP Sponsorship policy and reference must be made to the pending Filming policy being developed as these may override the scale of charges
6	No.8 Cancellation of Events and process chart included in Policy at Appendix A	Include in Appendix A	Formal agreement by SLT for Major and Special Event application sign-off and Cancellation of events process
7	New - add Community Interest Company (CIC) reference	Added to 6.2 Purpose	CIC now included with Community definition
8	Relocation of DCC permit holder into DCP car parks when events take place	N/A	DCP/DCC Parking Service working in partnership to enable a consistent approach to relocation of parking that does not affect the customer. Parking Services review future policy as part of LGR programme
9	DCP Parking service to charge events for usage of their car parks subject to occupancy and time of year (peak and off-peak times)	Scale of Charges	To align with the WPBC Parking Policy, there will be no free parking permits for event organisers (previously up to 20) and no discounted parking permits. A fee will be required for use of a car park for an event and the fee is subject to the Parking Service Manager negotiation and agreement based on time of year and car park occupancy rates
10	Updated- Event Management Plan (EMP) Requirements	Reference at 7. Event Management Plan (EMP) Requirements	The proposed Event Management Plan template will not be introduced until a digital solution is in place (2019) as the current system would not be able to administer the process and would create additional work for event organisers. Current system to remain until 2019.

Workshop(s) Feedback

Ref	Feedback	Response
A	All events should have the Council's Standard Terms and Conditions issued to ensure the legal requirements are understood	<p>The events team current issue the Standard Terms and Conditions to all event organisers and require a signed copy to be returned prior to the event</p> <p>Cancellation or refusal of an event included in the event application process flowchart and description of refusing and cancelling an event detailed in section 8 of the Policy</p>
B	Some services do not have time to review all the event plans so there are some blind spots	<p>It was important to recognise that it is not just the events team who process events but also other DCP services (car parks, licensing, harbour, beach etc.) and DCC Highways approving events. Not all of these events are processed through the Events Manager. Not all services attend SAG but do receive event management plans, need to ascertain if these are discussed within the teams and if feedback is/should be given. New communications process agreed and will be included digital solution. Introduction of new events Outlook calendar introduced for all services</p>
C	Why not include North Dorset and West Dorset in this Policy?	<p>As the currently policy was WPBC only it is recommended to continue to get the new policy adopted first prior to processing through ND and WD. In addition, the WPBC events team does not have the resource to manage events in these areas however, a single policy for the DCP would be preferred. If the application process was moved to digital, then this would improve and enhance the service significantly. This project is reliant on the introduction of Office 365 cloud services (2019)</p>
D	Does there need to be a commercial policy for events? A Scale of Charges would be useful. Some did not want to have a scale of charges as could raise more income through negotiation	<p>There is a scale of charges proposed as part of the new policy development. Each service has been asked to contribute to the development</p> <p>The Transformation Team is developing a sponsorship policy that will also be used in conjunction with the events policy. In addition, there is a policy being developed around 'filming' and how this is managed and charged for</p> <p>There needs to be consideration given to the ability to negotiate as well as a scale of charges for use of land/premise as this can raise greater income for the Council</p>
E	Does there need to be a definition of authority? Who is responsible for saying no to an event or cancelling one?	<p>As part of the new policy a flowchart has been produced to indicate responsibility for each party including signing off the event and if there is an issue who it is escalated too.</p>

F	Who signs off events?	Currently the Events Manager signs off an event (if it has been processed through the event service) however, other services also sign off events. In addition, if an event has not complied with the process or legal/safety requirements the issue(s) is escalated to HoS and then the BH (tourism) and Strategic Director. The new flowchart indicates the proposed process; however, it would be better if this was adopted by all services and each event registered on a central database. (Office 365 introduction)
G	SAG – not every service attends the SAG or responds to event plans. Need to understand why this is?	SAG is held to review major events. Relevant services are requested to attend to review plans or if unable then feedback to the Events Manager and SAG chair. Some services have not been attending, or give feedback. Membership of the SAG needs to be reviewed to ensure a consistent approach to events taking place on Council land. If a Service cannot attend it should at least acknowledge receipt and confirm any issues prior to the SAG meeting. In the future, the proposed digital application process will greatly improve on input from all relevant services and third-party SAG members
H	DCP Car Park service will charge all events for usage of their car parks as they do in ND and WD.	DCP Parking service to introduce (in line with WD and ND Council parking policy) fees and charges for use of car parks for events. Organisers parking permits (previously 20 per events) and discounts for participants of events to be removed.
I	DCC Highways would consider adopting the policy for events so there is a consistent approach to managing the process for events and their authorisation in partnership with the DCP	Once the DCP have adopted the new policy, DCC will consider presenting the policy formally through their democratic process.