

**REPORT TO:** Policy and Performance Review Committee

**MEETING DATE:** 21 February 2018

**BY:** Depute Chief Executive (Partnerships and Community Services)

**SUBJECT:** Major Events

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**1 PURPOSE**

- 1.1 To outline to PPRC members council arrangements for major events.

**2 RECOMMENDATIONS**

- 2.1 To note the contents of this report.

**3 BACKGROUND**

- 3.1 The Economic Development and Strategic Investment Service (EDSI) of East Lothian Council provides financial and advisory support for cultural and sporting events that attract or have the potential to attract visitors and therefore generate a positive economic impact to East Lothian. The support from East Lothian Council is caveated for the promotion and marketing of East Lothian and the return of economic benefit to the area; Event Organisers must provide details of event outcomes. Examples of such events are the Aberdeen Standard Investments' Scottish Open and Ladies Scottish Open, The Lammermuir Festival, Fringe by the Sea, the National Museum of Flight Airshow and the Edinburgh Marathon Festival.
- 3.2 As context, please find under Appendix 1 details of events that have received Council funding support, visitor numbers and economic impact for such events taking place during 2016/17.
- 3.3 In line with Scottish Government and COSLA guidance to local authorities on event safety, East Lothian Council introduced the Safety Advisory Group (SAG) process in late 2016 and the process and guidance to event organisers has since been evolving to ensure it has been practically tested and reviewed accordingly. The Safety Advisory Group Policy has now been finalised and will be presented to Cabinet in March 2018 and to the East Lothian Partnership thereafter. By way of context, the total number

of notified events considered by the SAG process and that took place in East Lothian in 2017 was 337.

- 3.4 In planning an event, Event Organisers must complete an online notification form providing full details of the occasion. Safety plans, risk assessments and other pertinent documentation must be submitted, including applications for various licences and road closures. These submissions are shared with relevant Council services, predominantly Protective Services (Environmental Health and Emergency Planning & Risk), Road Services, Licensing and Landscape & Countryside, as well as with the SAG agency partners of Police Scotland, Scottish Fire and Rescue Service and Scottish Ambulance Service. This provides a single interface for Event Organisers and enables ongoing liaison with relevant bodies and services. Events supported by EDSI and funded by East Lothian Council must comply with the SAG process as a condition of grant award.
- 3.5 Events which require closure of an adopted public road must obtain the required permissions from East Lothian Council – this does not apply to all events and organisers will be advised accordingly by the Roads Authority through the SAG. Traffic Regulation Orders (TROs), whether Temporary (TTRO) or Permanent (PTRO) are legislated under the Road Traffic Regulation Act 1984 to either restrict or prohibit traffic for a number of reasons, including safety. There is no other legal means by which the Council can support closure of a road. Road closures without the appropriate TRO are open to legal action by any objector which may also impact event insurances.
- 3.6 TTROs cannot be produced for the same section of road more than once per year without the express consent of the Scottish Ministers. This significantly increases the cost and time associated with producing an Order.
- 3.7 There is no legal obligation on the Council as Roads Authority to provide traffic management for events. It is therefore incumbent on the event organiser to arrange for appropriate traffic management to be in place. This requires to be discussed with the SAG at the earliest opportunity which may result in the requirement for a Traffic Management Plan.
- 3.8 All events which require a road closure must be entered onto the Scottish Road Works Register (SRWR) by East Lothian Council in undertaking its statutory obligation. This facilitates co-ordination of works undertaken in the public road and it is therefore important to give the required statutory notice to other interested parties (utilities etc.). Entering the event into the Register does not guarantee that the road will be free of any works. It allows the Roads Authority and utility companies to plan their works around the event wherever possible. Event Organisers should note that when an application for an event is received, a check will be made to see if the road space has already been 'booked' and the Event Organisers informed. If this occurs, the Event Organiser will then need to discuss this

with the Roads Authority and a decision made if the dates for the event require to be changed.

- 3.9 The time required for noticing the event on the SRWR varies depending on the size and disruption to the road network. For large scale events such as a road or cycle race, a minimum of five months' notice must be given. Event Organisers should contact East Lothian Council at the earliest opportunity.
- 3.10 It is not feasible for East Lothian Council to provide traffic management staff or equipment for the majority of events. However, it is proposed, where possible, to consider the lending of signs and cones to small, local gala/ community events, if available. It should be noted that this is not always possible and can only be organised at no cost to the Council.
- 3.11 The Council are not event organisers. With regard to community engagement, awareness and information, the onus is placed on Event Organisers to communicate with the public, where there is public impact, but also as a means of ensuring and raising awareness within the community. The Organiser will respond to any concerns and complaints received by the Council in relation to the management of the event for which the Council is not responsible. This is examined and emphasised during the SAG process.
- 3.12 East Lothian Council recharges the majority of event organisers for costs incurred to facilitate the event such as implementation of Traffic Orders, Parking Restrictions and enforcement and licensing fees. A costing matrix is currently being scoped and is anticipated to be presented to Cabinet later this year so ensuring a consistent approach to charging.
- 3.12 If the Event Organisers do not comply with the SAG process, the event will not be supported. In addition, if the proposed event clashes with another event which may have a significant impact on public safety, the ongoing dialogue with SAG members will ensure Event Organisers consider other locations, venues, days and dates. Therefore it is vital that all Event Organisers contact East Lothian Council at the earliest opportunity to determine this and to start liaison with the SAG.

#### **4 POLICY IMPLICATIONS**

In line with the implementation of the East Lothian Community Planning Economic Development Strategy and Tourism Action Plan and with the National Tourism Framework for Change and Scotland the Perfect Stage, with the proposed SAG Policy.

#### **5 INTEGRATED IMPACT ASSESSMENT**

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

## 6 RESOURCE IMPLICATIONS

- 6.1 Financial – the budget for event support is part of the Tourism budget allocation (£370,000 total).
- 6.2 Personnel - none.
- 6.3 Other – none.

## 7 BACKGROUND PAPERS

- 7.1.1 East Lothian Community Planning Economic Development Strategy – [http://www.eastlothian.gov.uk/downloads/download/1831/east\\_lothian\\_economic\\_development\\_strategy\\_2012\\_-2022](http://www.eastlothian.gov.uk/downloads/download/1831/east_lothian_economic_development_strategy_2012_-2022)
- 7.1.2 East Lothian Tourism Action Plan - [http://www.eastlothian.gov.uk/downloads/download/2299/east\\_lothian\\_tourism\\_action\\_plan\\_2016-2018](http://www.eastlothian.gov.uk/downloads/download/2299/east_lothian_tourism_action_plan_2016-2018)
- 7.1.3 ASI Scottish Open and Ladies Scottish Open 2018 support from East Lothian Council - [http://www.eastlothian.gov.uk/meetings/meeting/6175/members\\_library\\_service](http://www.eastlothian.gov.uk/meetings/meeting/6175/members_library_service)

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## APPENDIX 1

<b>2016/17 Event Support</b>			
<b>Event</b>	<b>Grant awarded</b>	<b>Visitor Nos.</b>	<b>Economic Impact</b>
Industry Pro Wakeboard Tour	£5,000	1,000 (as part of Foxlake Outdoor Festival)	£150,000 (as part of Foxlake Outdoor Festival)
Foxlake Outdoor Festival	£20,000	As above	As above
US Kids European Golf Championship	£16,000	2,000	£1,000,000
NMS National Airshow	£10,000	15,700	£220,000
Scottish Seniors Open	£25,000	4,000	£150,000
Fringe By the Sea	£37,000	8,900	£1,302,000
Lammermuir Music Festival	£27,000	3,850	£460,000
Foxlake Winter Running Series	£5,000	500	£80,000
The Saltire Festival	£25,000	6,400	£305,000
<b>Total</b>	<b>£170,000</b>	<b>42,350</b>	<b>£3,667,000</b>