

Supplementary Committee Agenda



**Epping Forest
District Council**

Cabinet Monday, 12th March, 2012

Place: Council Chamber,
Civic Offices, High Street, Epping

Time: 7.00 pm

Democratic Services: Gary Woodhall (The Office of the Chief Executive)
Tel: 01992 564470
Email: democraticservices@eppingforestdc.gov.uk

21. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

21.a SUPPLEMENTARY DISTRICT DEVELOPMENT FUNDING REQUEST - OLYMPIC TORCH RELAY (Pages 269 - 272)

(Leisure & Wellbeing Portfolio Holder) To consider the attached additional report (C-070-2011/12).

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Report to the Cabinet

Report reference: C-070-2011/12
Date of meeting: 12 March 2012



**Epping Forest
District Council**

Portfolio: Leisure and Wellbeing
Subject: Supplementary DDF request for the Olympic Torch Relay
Responsible Officer: John Gilbert (01992 564062).
Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) To seek a supplementary district development fund estimate of £15,000 for 2012/13 to provide funding for the management and public safety of the Olympic Torch; and**
- (2) Subject to recommendation (1) to recommend to Council accordingly**

Executive Summary:

The Olympic Torch will be passing through the district on 7 July 2012 on its way from Harlow Town Centre to the White Water Centre in Broxbourne. Whilst every effort has been made to keep all expenditure associated with this procession within existing budgets, the safety of the Torch and those who attend to watch it pass by is paramount, and it has become clear that this cannot be achieved without seeking supplementary funding of £15,000. This funding will be used predominantly to hire in barriers for sensitive parts of the Torch route and to enable payments to those who will be marshalling crowds and providing associated support services.

Reasons for Proposed Decision:

The responsibility for the safe passage of the Torch along the route rests with the host authorities, of which we are one. Whilst the key security of the Torch itself rests with the Metropolitan Police, all other aspects of the Torch procession whilst within our district rest with us. It is essential that those who come to see the Torch remain safe and that will require a significant degree of activity on the Torch route, including the provision of barriers etc. Without supplementary funding, it will not be possible to provide some of the key elements.

Other Options for Action:

The only alternative is not to provide the funding and require that it be met entirely from within existing resources. Whilst this has been achieved in respect of parts of the plans for the Torch procession, it cannot be achieved for all of the required expenditure. This could put the Torch procession at risk with associated reputational risks to the Council.

Report:

1. The Olympic Torch is due to visit the district on 7 July 2012. It will pass through Waltham Abbey en route to the Olympic White Water venue just across the border in

Broxbourne Borough. Full details of the route and timings cannot be made public until later this month. In order to make the management of the Torch route effective, it has been agreed with Broxbourne Borough Council that we will manage the Torch procession over the last 300 metres of the route which is in their district.

2. Local authorities hosting the Torch Relay are responsible for the management of its passage through their districts. Whilst the security of the actual Torch rests with the Metropolitan Police, all other aspects of the Torch procession remain squarely with the host local authority. The Council has established a Torch Community Task Force which is a multi agency group including the Council, Waltham Abbey Town Council, Waltham Abbey Town Centre Partnership, the County Council, the Lee Valley Regional Park Authority and all emergency services. This group has in turn sub divided into a technical / safety group and an events planning group. The core Group is Chaired by the Director of Environment & Street Scene.

3. There are three key components of the management of the Torch Relay:

- (a) safety and security of those who attend to watch the Torch procession;
- (b) street scene management (i.e. street cleansing, litter, parking etc); and
- (c) local themed events to provide entertainment to those visiting the area to see the procession but who wish to remain in the area for a longer period of time.

4. Of the above (a) is clearly the critical element, ensuring that visitors who attend the Torch route are at all times safe themselves and also are not allowed to interfere with the passage of the Torch and its accompanying vehicle entourage. Although it will not be necessary to provide security/safety barriers throughout the route, there are locations where these will be necessary to maintain safety of the Torch and spectators. Given the demand for barriers throughout the Torch and Olympic period generally, these have had to be ordered well in advance

5. Alongside the issues of barriers, there will need to be effective marshalling of spectators along the entire route, as well as communication systems. Whilst every effort will be made to obtain 'volunteers' it will be essential to have key professionals in place to oversee marshalling activities, and in accordance with existing emergency planning arrangements, some payments will be required to secure appropriate trained personnel.

6. With respect to (b) and (c) every effort will be made to cover these from within resources, although some contingency funding would be sensible.

7. It is regrettable that this bid for supplementary funding is somewhat late in the Torch planning process. However, Members will be aware that the arrangements for the Torch Relay have been and indeed remain confidential. This has made planning difficult since we have been unable to have open discussions with those who are in a position to assist us, and in reality the actual confirmed route of the Torch remains unknown until an announcement scheduled for later this month. Furthermore, in terms of planning for the Torch, it has been impossible to accurately assess just how many spectators there may be, and in the absence of such data, there is no alternative other than to plan for a large number and resource accordingly. The risks associated with getting this wrong are significant.

8. The Olympic Games and Torch Relay are for most people, a once in a lifetime opportunity. For those who have been unable to obtain tickets for events, the Torch Relay presents an excellent opportunity to engage with the Games. The Torch Relay also presents an opportunity for the District and Waltham Abbey in particular to showcase itself to a very

wide audience, especially given that the Relay will be televised throughout its journey around the UK. The route of the Torch has been designed to ensure that 95% of residents are within one hours travelling distance of the Torch Relay. This may well encourage visitors from well outside of the district to come to Waltham Abbey to enjoy the spectacle. The local events being planned to follow the Torch Relay will hopefully encourage visitors to the area to stay in the area as well as providing entertainment for local residents to enjoy. They will also provide opportunities for local schools to further involve themselves in the excitement of the Olympic Games.

9. Should Cabinet agree the recommendation than a report will be presented to Council at its meeting on 27 March 2012.

Resource Implications:

The estimated additional costs overall for the Torch relay are as follows:

- (a) barriers: £3,000
- (b) marshalls etc: £8,000
- (c) events etc: £6,000
- (d) contingency: £3,000

£5,000 of item (c) above will be managed from within existing budgets.

Approaches have been made to both Waltham Abbey Town Council and Waltham Abbey Town Centre Partnership seeking a contribution towards the costs. A similar request has been made to Broxbourne Borough Council to cover that part of the procession route within their border. At the time of report preparation no formal responses had been received. A verbal update will be provided at the meeting. Therefore, subject to any external contributions, the total supplementary DDF estimate sought is £15,000.

There is expected to be around £1.5m still in the DDF at the end of 2015/16 and therefore, whilst a supplementary estimate is requested, as this expenditure is not included within the approved budget for 2012/13, it is expected that as the year progresses resources will become available within the existing budget to fund this additional expenditure.

Legal and Governance Implications:

- (a) The Council's insurers are being consulted in respect of our management of the procession across Broxbourne's boundary and the position relating to our officers working cross border.
- (b) The Council's licensing team will be required to administer any licences required for events on the day

Safer, Cleaner and Greener Implications:

The management of the Torch relay will have a number of SCG implications:

- (a) street scene – additional works to ensure the route is clean and tidy, free of visible litter etc, plus area clearance after the procession has passed through;
- (b) working with Met and Essex Police colleagues to ensure a safe event for the Torch bearers and spectators alike; and

(c) multi-agency technical group of officers overseeing delivery of the event

Consultation Undertaken:

No specific consultation at this stage. Consultation/information for local residents and businesses will commence once the route details etc become public later this month.

Background Papers:

‘Purple Guide’ – The guide to health, safety and welfare at pop concerts and similar events.

Impact Assessments:

Risk Management

The supplementary finance being sought is to ensure that the event is safe for all involved and for all spectators. Whilst high level advice is that the approach to the relay should be relatively relaxed, there are parts of the route where particular care will have to be exercised. The overarching difficulty at this stage is not knowing how popular the Torch Relay will be and therefore the numbers to be planned for. Therefore the decision has had to be made to err on the side of safety and assume that the event will be well attended, both for the procession and the events taking place afterwards.

The reputational risks associated with an incident or poor management on the day are considerable given the local, national and potentially international coverage of the Torch Relay.

Equality and Diversity

Did the initial assessment of the proposals contained in this report for relevance to the Council’s general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? No

What equality implications were identified through the Equality Impact Assessment process?
N/A.

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?

The technical group overseeing the Torch procession are making specific provision for those spectators with disabilities through dedicated viewing areas en route.