

## **Report to the Cabinet**



**Epping Forest  
District Council**

**Report reference: C-112-2008/09**

**Date of meeting: 9 March 2009**

**Portfolio:** Corporate Support Services /Leisure and Young People  
**Subject:** North Weald Airfield - CSB Virement to Support Major Events  
**Responsible Officer:** Julie Chandler (01992-564214).  
**Democratic Services Officer:** Gary Woodhall (01992-564470)

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### **Recommendations:**

(1) That, in accordance with the Council's Financial Regulations a virement of £3750 between the Corporate Support Services Portfolio and the Leisure and Young Persons' Portfolio from Code 34160 (Public Relations) to RS 301 3370 (North Weald Airfield) be agreed for the current financial year 2008/09, and

(2) That a permanent reallocation of £5000, from the same Codes for future financial years be made to support the hosting of major outdoor events of North Weald Airfield.

### **Executive Summary**

As part of the Senior Management Review, the Marketing and Events function previously located within Leisure Services was transferred to the Council's Public Relations Section. The management of North Weald Airfield was similarly transferred to Environment and Street Scene. As a result of the review of Community Events undertaken by the Leisure Task and Finish Panel, the future focus of the Council's participation in events was agreed to be raising the profile of the Council's services at the wide range of community events that take place across the District. It was also proposed to utilise such presence to consult with the public on the Council's service provision. Notwithstanding, a requirement has been identified to still provide specialist technical advice and resource to support major events at North Weald Airfield. Such events are a major source of income for the Council.

### **Reasons for Proposed Decision:**

In accordance with the Constitution, virements between Portfolios require a decision of Cabinet. To provide sufficient budget allocation to North Weald Airfield to secure the ongoing success of the Airfield's annual major events programme.

### **Other Options for Action:**

Not to support events at North Weald Airfield exposing the Council to risk and potential loss of income.

## **Report:**

1. Major Outdoor Events at North Weald Airfield are not only a valuable community use of the site, allowing participation in a range of activities and offering family entertainment, but also contribute significantly to the Council's income.
2. Although the programme is well established, featuring a number of annual repeat events, outdoor event management is at an area of risk in terms of Health and Safety, with a constantly changing regulatory framework.
3. The co-ordination and evaluation of event promoter's proposals is undertaken by a corporate officer working group, including Airfield Management, Estates, Legal, Insurance and Health and Safety representatives. The Group was previously chaired by Leisure Services Marketing and Events Officer, who has now left the Council's employment. This officer had extensive experience and technical knowledge of the management of major outdoor events.
4. As a result of the Leisure Task and Finish Review of Community Events, which changed the focus from the Council organising its own events in participation of other community events to consult and raise the profile of services, the Marketing and Event's post was transferred to Public Relations to undertake a wider more corporate role.
5. However, it has been identified there is a need to provide more specialist technical support and advice as well as resources to provide management presence at major events and the Airfield. Rather than create an additional dedicated post at the Airfield, it is proposed that an allocation of £5000 per annum is vired from the Marketing and Events allocation with Public Relations to the Airfield, to allow the Airfield Manager to utilise, as local circumstances dictate.

## **Resource Implications:**

Virement of current budget allocation from Marketing and Events to North Weald Airfield: of £3750 from Code 34 160 (Marketing) to RS 301 3370 (North Weald Airfield) in 2008/09; The permanent transfer of £15000 from 34 160 to RS 301 3370 as from 2009/10.

## **Legal and Governance Implications:**

This arrangement was agreed as part of the Senior Management Review, with the Leisure function of Marketing and Events being transferred to the Council's Public Relations Section.

## **Safer, Cleaner and Greener Implications:**

The transferred budget allocation will enable the Manager of the Airfield to secure appropriate technical services for events.

## **Consultation Undertaken:**

Consultation has been undertaken in conjunction with North Weald Airfield Manager and the Director of Environment and Street Scene.

## **Background Papers:**

Senior Management Review Report.

**Impact Assessments:**

Due to the withdrawal of professional events support to North Weald Airfield as part of the Senior Management restructure, it is necessary to transfer sufficient funding to enable the Airfield Manager to commission required event services.