

REPORT AUDIT TRAIL

CONSULTATION

*This is important as it shows that consultation has been undertaken in the preparation of the report and provides a quick reference point for specific comments, whilst the report will not be publishable if these areas have not been completed by the named persons below. **You must liaise with and receive sign off from the relevant Cabinet Member(s).***

Name/Position	Portfolio/Ward/ Directorate	Date Sent	Date Received	Comments in para:
Councillor Chris Read	Cabinet Member for Leader of the Council	03/04/23	03/04/23	This seems reasonable Leanne
Councillor David Sheppard	Cabinet Member for Social Inclusion	29/03/23	30/03/23	I'm very happy to approve as suggested.
Councillor Dominic Beck	Cabinet Member for Transport and Environment	29/03/23	30/03/23	Happy to support.
<i>Paul Woodcock</i>	Strategic Director for Regeneration and Environment	04/04/23	Click here to enter a date.	
<i>Richard Young, Finance</i>	Finance and Customer Services	03/04/23	04/04/23	Included at 6.2
<i>Stuart Fletcher, Legal Services</i>	Legal Services	03/04/23	03/04/23	Included at 7.1
<i>Kathryn Roberts, Human Resources</i>	Assistant Chief Executive's Office	03/04/23	03/04/23	Included at 8.1
<i>Karen Middlebrook, Procurement</i>	Finance and Customer Services	03/04/23	06/04/23	Included at 6.1
<i>Levi Karigambe, Equalities</i>	Assistant Chief Executive's Office	03/04/23	Click here to enter a date.	

REPORT APPROVAL TRACKING

<p>Equalities Your report will not be authorised for submission to Cabinet by your Strategic Director if you have not undertaken and included an initial equalities screening. All equalities analysis documents should be included as appendices</p>	<p>Initial Screening completed and included with report</p>	YES	Insert date agreed
	<p>Full Assessment completed and included with report</p>	NO	N/A
<p>Carbon Impact Assessments Carbon Impact Assessments are to be appended to the associated cabinet reports. Carbon Impact Assessments should be sent to climate@rotherham.gov.uk for feedback prior to your report being sent to your Strategic Director for approval.</p>	Carbon Impact Assessment completed and included with report.	YES	Insert date agreed
<p>Background information MANDATORY: Insert headings for a few main public documents you have used or referenced to write this report. This is a legal requirement. For Cabinet reports, <u>insert hyperlinks</u>. Do not list private documents.</p>	Rotherham Cultural Strategy 2019-2026 Thriving Neighbourhoods 2018-2025		
<p>Appendices If appendices are essential to the understanding of the report, list titles here. Equality Analysis documents should be listed as Appendix 1 for all reports. Ensure that appendices have proper titles.</p>	Appendix 1 Equalities Impact Screening Appendix 2 Carbon Impact Assessment		
<p>Cabinet Member Approval You should retain an email confirming the Cabinet Member approval for your records. Strategic Directors should not authorise reports unless Cabinet Members have given sign off</p>	YES	Click here to enter a date.	
<p>Report Authorised by Strategic Director</p>	YES	Click here to enter a date.	
<p>Report Authorised for publication by Chief Executive</p>	YES/NO (delete as appropriate)	Click here to enter a date.	

Select report type
Name of Committee

Committee Name and Date of Committee Meeting

Delegated Officer Decision – 06 April 2023

Report Title

King's Coronation Community Support

Is this a Key Decision and has it been included on the Forward Plan?

No

Strategic Director Approving Submission of the Report

Paul Woodcock, Strategic Director of Regeneration and Environment

Report Author(s)

Leanne Buchan, Head of Creative Programming & Engagement
01709 822056 or leanne.buchan@rotherham.gov.uk

Ward(s) Affected

Borough-Wide

Report Summary

On the 26th January local authorities across the United Kingdom received a letter from Rt Hon Michael Gove MP, Secretary of State for Department of Levelling Up Housing and Communities, urging Councils to offer their support to community groups wishing to mark the occasion through the relaxation road closure rules. In addition, the letter set out the programme of national activities and designations and encouraged local authorities to support communities to participate where they can. The national programme includes:

- Saturday 6th May – Official Coronation
The official Coronation will take place in London and be televised live
- Sunday 7th May – Big Lunch
Similar to the Jubilee Celebrations, local communities are encouraged to come together for picnics and street parties to mark the occasion. The expectation is that these will be delivered by local communities with support from local authorities e.g., waiving of road closure restrictions
- Monday 8th May – Big Help Out
Designated as a National Bank Holiday, communities are encouraged to use this time to support their local charities and voluntary groups, undertaking volunteering activities locally

This report details the proposed arrangements in meeting the ask of Secretary of State in supporting communities to host their own localised celebrations to mark the event of the King's Coronation.

Recommendations

1. To award 25 Community Grants of £500 to support community event organisers to undertake local celebrations for the King's Coronation
2. Waive all fees associated with Event Application Packs, where events take place on Council land
3. Waive all fees associated with road closures and cover the cost of traffic management to support road closures related to King's Coronation Street Parties

List of Appendices Included

Appendix 1 Equalities Impact Screening
Appendix 2 Carbon Impact Assessment

Background Papers

Rotherham Cultural Strategy 2019-2026
Thriving Neighbourhoods 2018-2025

Consideration by any other Council Committee, Scrutiny or Advisory Panel

N/A

Council Approval Required

No

Exempt from the Press and Public

No

King's Coronation Community Support King's Coronation Community Support

1. Background

- 1.1 On Monday 10th June 2019 the Council endorsed the new Cultural Strategy for Rotherham which was co-produced by the Cultural Partnership Board with stakeholders from across the borough. The new Cultural Strategy set out seven game-changing ideas which included 'Amazing Events' and 'Vital Neighbourhoods' focusing on strengthening the expertise in delivering high-quality, high-profile events and building a strong and distinctive cultural offer across the borough.
- 1.2 On the 26th January local authorities across the United Kingdom received a letter from Rt Hon Michael Gove MP, Secretary of State for Department of Levelling Up Housing and Communities, urging Councils to offer their support to community groups wishing to mark the occasion through the relaxation road closure rules. In addition, the letter set out the programme of national activities and designations and encouraged local authorities to support communities to participate where they can. The national programme includes:
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2. Key Issues

- 2.1 To support community groups and local event organisers to participate in the national celebration of the King's Coronation the Council will:
- Administer a small grants programme to support event organisers to cover the cost of venue hire, catering and equipment hire
 - Waive all fees associated with Event Application Packs, where events take place on Council land
 - Waive all fees associated with road closures and cover the cost of traffic management to support road closures related to King's Coronation Street Parties

2.2 Community Event Grants

- 2.2.1 Applications have been invited from communities across borough wishing to undertake local celebrations for the King's Coronation. To evenly support activity in every ward, 25 grants of £500 were made available (one per ward)

with a request that events take place on Sunday 7th May in line with national guidance regarding the designation of this date for community celebrations.

2.2.2 In consultation with the Cabinet Member for Social Inclusion it was agreed that

- In the event of multiple applications being received for any ward scoring would be applied based on applications meeting the criteria set out in the guidance, and the opportunity for the event organiser's ability to seek alternative funding routes e.g., precepts, ward budgets.
- In the event of applications being received from groups wishing to host events outside of the date set in the guidance, precedence would be given to those on the 7th May with consideration to events outside of this criteria where no other events were planned for that ward.

2.2.3 The programme received 25 applications split across 17 wards, seven of which received applications from multiple event organisers. No applications were received for the following wards:

- Anston & Woodsetts
- Brinsworth & Catcliffe
- Dinnington
- Rawmarsh East
- Rawmarsh West
- Rotherham East
- Rotherham West
- Sitwell

2.2.4 Of the 25 events recommended to receive funding, 19 will be hosted on Sunday 7th May with remaining six taking place between 1st May and 10th May.

2.3 **Event Application Packs**

2.3.1 A completed Event Application Pack is required for all events taking place on Council land before permission is granted for the event to go ahead, in order to ensure that the proposed activities are appropriate to the location and the necessary insurance and risk assessments have been undertaken. An administration charge applies for the packs which is published in the Council's Fees & Charges and set at £25.50 for event organisers and £20.50 for registered charities. It is proposed that these fees are waived for any events relating to the King's Coronation, however a completed pack will still be required for due diligence.

2.4 **Road Closures**

2.4.1 The Council has a statutory power to grant road closures where appropriate under the Section 16A Road Traffic Regulation Act. A road closure must be applied for in advance and the Council is able to stipulate a number of conditions related to the closure. Following changes to policing at events, Rotherham Council requires all road closure relating to events to be accompanied by a Traffic Management Plan and provision to safely

implement and manage the road closure through the use of professional traffic management services.

- 2.4.2 To support community event organisers wishing to host a community street party as part of King's Coronation celebration the Highways Team will waive any fees associated with road closures and make arrangements for a professional traffic management operator to support community event organiser with the development of traffic management plans and implementation of closures at no cost to the event organiser.

3. Options considered and recommended proposal

- 3.1 Do Nothing – Event organisation carries a range of costs such as venue hire, marketing, equipment hire, catering and paying performers. In addition, costs associated with Council fees and charges related event application packs for events taking place on Council land and road closures which also require professional traffic management company fees to implement can make the cost of hosting event prohibitive. Without support from the Council events would either not go ahead or may go ahead in a way that does not provide appropriate health and safety measures, particularly where road closures are concerned.
- 3.2 Offer Community Events Support – The package of support outline in this report will allow community events to take place across the borough, safely. This will ensure that Rotherham's communities can participate in the national celebrations relating to the King's Coronation and that any road closures are implemented with safe and appropriate traffic management in place.

4. Consultation on proposal

- 4.1 The Leader and Cabinet Members for Social Inclusion and Transport & Environment have been consulted on the proposals and are supportive of the recommendations.
- 4.2 The Community Grants programme was advertised as a borough-wide opportunity allowing all communities the opportunity to participate.

5. Timetable and Accountability for Implementing this Decision

- 5.1 The Community Grants programme has now closed for applications and successful applicants will be notified w/c 3rd April. This programme will be managed and administered by the Council's Events Team.
- 5.2 Road closures and traffic management support will be implemented by the Council's Highways Team with all closures and traffic management plans in place by w/c 17th April.

6. Financial and Procurement Advice and Implications (to be written by the relevant Head of Finance and the Head of Procurement on behalf of s151 Officer)

- 6.1 As grant arrangements fall outside the procurement legislation, there are no direct procurement implications associated with the community grants programme. The arrangement of traffic management support must be procured in compliance with the Council's Financial and Procurement Procedure Rules.
- 6.2 A programme of community celebration grants, funding for events and supporting costs has been drawn up estimating to cost £64,400. The funding for the programme is to be found from within the R&E Directorate budgets.

7. Legal Advice and Implications (to be written by Legal Officer on behalf of Assistant Director Legal Services)

- 7.1 As referred to in the body of the report, road closures will still be applied for in respect of the offence and made following the statutory process. It is within the Council's discretion to waive fees in the circumstances.
- 7.2 Other than set out above there are no direct legal implications arising from the recommendations within this report.

8. Human Resources Advice and Implications

- 8.1 There are no direct HR implications as a result of this proposal.

9. Implications for Children and Young People and Vulnerable Adults

- 9.1 All events recommended for support via the Community Grants programme are family-friendly events aimed at supporting all members of the community to feel welcome and supported to participate. Many are taking place in village halls and community centres ensuring that they are accessible for a diverse range of communities within their locality.

10. Equalities and Human Rights Advice and Implications

- 10.1 An Equalities Impact Screening has been completed and can be found at Appendix 1.
- 10.2 The King's Coronation Community Support proposals offer support to community event organisers wishing to undertake their own celebrations. The guidance for event organisers does not stipulate the nature of the events and applications have welcomed from all communities. The national guidance relating to King's Coronation celebrations actively encourages from all sections of the community celebrating the rich and diverse heritage across the country. The grants have made available borough-wide and communicated via neighbourhood hubs and coordinators and communication to all ward members and Parish Council's, ensuring visibility of the opportunity across the borough at a neighbourhood level. The support proposed encourages community event organisers to organise events within their immediate locality, aiming to bring different groups of people together and promote greater cohesion at a local neighbourhood level.

11. Implications for CO2 Emissions and Climate Change

- 11.1 A Carbon Impact Assessment has been completed and can be found at Appendix 2.
- 11.2 The King's Coronation Community Support programme does not provide a large impact in respect of carbon emissions. Events are to be supported within localities, reducing transport and road closures will reduce emissions and improve air quality for the duration of the closures, however these activities are relatively small in scale and therefore their impact is considered to be low.

12. Implications for Partners

- 12.1. The proposed events are delivered by community groups and organisation with support facilitated by the Council. The recommended proposals in this report are of benefit to community partners across the borough.

13. Risks and Mitigation

- 13.1 Insurance and risk assessments – The responsibility for the safe management and delivery of all events lies with the event organiser. Although the Council is facilitating support to community event organisers, each organiser is responsible for ensuring that the appropriate levels of insurance and risk assessment are in place. For events taking place on Council land this will be checked and assessed by the Events Team via the Event Application Pack process.
- 13.2 Safe management of road closures – Where road closures apply these must be managed appropriately to reduce the risk of vehicle collision or hostile vehicle threat. All events taking place on the highway must apply for permission and traffic management will be implemented by an appropriately qualified traffic management company sourced by the Council's Highways Team.

14. Accountable Officers

Leanne Buchan, Head of Creative Programming & Engagement
Richard Jackson, Head of Highways & Flood Risk

Approvals obtained on behalf of Statutory Officers: -

	Named Officer	Date
Chief Executive	Sharon Kemp	Click here to enter a date.
Strategic Director of Finance & Customer Services (S.151 Officer)	Named officer	Click here to enter a date.
Head of Legal Services (Monitoring Officer)	Named officer	Click here to enter a date.

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