

**SCRUTINY COMMITTEE RECOMMENDATION ACTION AND IMPLEMENTATION PLAN (SCRAIP)**

**Committee: Economic & Commercial Development Overview & scrutiny Committee**

**Meeting Date: 2013/14**

**Minute N<sup>o</sup>:**

**Topic: EVENTS REVIEW**

<b>Recommendation<sup>i</sup></b>	<b>Cabinet Member<sup>ii</sup></b>	<b>Response<sup>iii</sup></b>	<b>Timetable<sup>iv</sup></b>	<b>Lead Officer<sup>v</sup></b>
a) That where MBC provide funding for an event, it should take on the role of Event Organiser (and the legalities set out above involved in this) and delegates the event management to a responsible person/s.	ClIr Greer			Dawn Hudd
b) That the event documents should be reviewed in conjunction with the Safety Advisory Group (SAG) with the aim of creating an Events Pack for anyone wishing to hold an event which includes a checklist.	ClIr Greer			Dawn Hudd
c) That the Committee supports the compiling of an Events Calendar by the Cabinet member for Economic & Commercial Development.	ClIr Greer			Dawn Hudd

d) That once in place, the Economic Impact Assessment online tool should be used for all regular events that happen in the borough that receive funding or support from the Council.	Cllr Greer			Dawn Hudd
e) That once in place, the Economic Impact Assessment tool should be publicised to event promoters and those who have held events in the borough over the past three years.	Cllr Greer			Dawn Hudd
f) That a debriefing should happen with the relevant Head of Service following each Council funded or supported event to capture feedback and understand what lessons can be learnt.	Cllr Greer			Dawn Hudd
g) That the Council works with Maidstone Area Arts Partnership, and other partners, to create an Economic Impact Assessment tool for smaller events; including a matrix to determine which tool should be used for each event.	Cllr Greer			Dawn Hudd

h) That there should be a single point of contact at the Council for Event Organisers.	Cllr Greer			Dawn Hudd
i) That an Event forum is set up to facilitate better sharing on information between the relevant event organisations/partners.	Cllr Greer			Dawn Hudd
j) That consideration is given to resurrecting the database of leisure and cultural based organisations, including the possibility of sharing the maintenance and administration of this database with another agency.	Cllr Greer			Dawn Hudd
k) That the possibility of sending out an Events Pamphlet with the Annual Council Tax bill be investigated for 2015 and beyond.	Cllr Greer			Dawn Hudd
l) That investigations be carried out into the feasibility of extending sharing arrangements with items from Maidstone attractions and events to promote and signpost to other attractions. For example, by having a piece from Kent Life displayed at the Hazlitt.	Cllr Greer			Dawn Hudd

m) That consideration is given to introducing an early warning system to inform residents about events taking place in their area.	Cllr Greer			Dawn Hudd
n) That a mechanism for signposting people in the Town Centre to events happening elsewhere in the borough be introduced, as well as exploring opportunities for cross marketing of events.	Cllr Greer			Dawn Hudd
o) That the council should compile a list of all the event equipment it holds and publish this list accordingly, and encourage other event organisers/providers to do the same.	Cllr Greer			Dawn Hudd
p) That arrangements for hiring event equipment, when it is not in use, to partners and other event providers in the borough be investigated.	Cllr Greer			Dawn Hudd

### Notes on the completion of SCRAIP

<sup>i</sup> Report recommendations are listed as found in the report.

<sup>ii</sup> Insert in this box the Cabinet Member whose portfolio the recommendation falls within.

<sup>iii</sup> The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box either the acceptance or rejection of the recommendation.

**If the recommendation is rejected** an explanation for its rejection should be provided. The 'timetable' and 'lead officer' boxes can be left blank

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**If the recommendation is accepted** an explanation of the action to be taken to implement the recommendation should be recorded in this box. Please also complete the 'timetable' and 'lead officer' boxes.

<sup>iv</sup> The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box when the action in indicated in the previous box will be implemented.

<sup>v</sup> The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box the Officer responsible for the implementation of the action highlighted in the 'response' box.