



Author: Lynda Powell, Town Clerk
Committee: Full Council: 25th March 2024
Agenda Item: 107 Event Risk Management Support
Date: 19.3.2024

- 1 **Purpose.** To consider the organisation and arrangements for civic events in Looe
- 2 **Decision Required.** Councillors are asked to consider the recommendation at 6.
- 3 **Background**
 - 3.1 Each year the Council runs two civic events, the Remembrance Parade and the Lantern Parade. We are also the named organisation for the Food Festival to enable this event to be covered by our insurance.
 - 3.2 LTC staff complete event notification forms to register events with Cornwall Council and compile risk assessments. A member of staff, normally the Clerk or Deputy Clerk is the named 'Event Director' during events and would be the first point of contact in the event of any emergency situation.
 - 3.3 Taking this approach has worked to date but staff have no specialist training or skills in event management or risk assessments. As events have grown in popularity, arrangements are becoming more complex and there is a need to ensure we meet wider legislative requirements.
 - 3.4 We have not experienced any significant emergencies at past events. However, as Councillors may be aware, if we were to have a health & safety incident then individual members of staff could be personally liable for the outcome as well as the Council as a public body.
 - 3.5 The events that we run and support are hugely popular and well publicised so any issues encountered would also, of course, be likely to attract negative coverage in press and social media.
 - 3.6 In light of the increased complexity, Council should consider mitigating some of the risks associated in running these events by appointing specialist professional support.

4. Summary of Consultancy Service

4.1 The Town Clerk has had preliminary discussions with Neil Pickett [Home | Neil Pickett](#) who has a wealth of experience in managing health and safety at events. He has offered to provide support to Looe Town Council on a retained annual basis which would include:

- Approximately 9 x Looe/Site Visit Journeys (three per event, but if it requires more, there will be no extra charge).
- Approximately 20 hours of ad hoc work outside the event parameters (including other possible events)
- On site for the 3 events from start to finish, as your 'Man-on-the-Ground'. (Minimum 10 hours per event, but no upper limit; if it takes 20 hours per event, then so be it.)
- Unlimited phone or email time throughout the year. I will always be available to respond to any queries or to just offer advice on any potential problem, ideas, upcoming events, etc.
- Attendance to any required committee/management meetings.

5. Costs

5.1 The total fee for the calendar year 2024 would be £2,000

6.0 Recommendation

6.1 That the Council contract with Neil Pickett for 2024 to provide expertise, knowledge and advice on H&S, event planning/management and to be the named event organiser at all Town Council insured events.