

EXECUTIVE BOARD DECISION



REPORT OF:	The Leader
LEAD OFFICERS:	Director of Adults and Prevention
DATE:	Thursday, 14 November 2019

PORTFOLIO(S) AFFECTED:	Adult Services and Prevention
WARD/S AFFECTED:	(All Wards);
KEY DECISION:	N

SUBJECT:

Responsible Event Booking & Venue Hire : Policy and Procedure

1. EXECUTIVE SUMMARY

The Responsible Event Booking & Venue Hire Policy has been compiled to assist Local Authority & Community Premises in Blackburn and Darwen with their hire procedures. Visitors to these venues have the right to enjoy services and facilities without fear of intimidation, harassment, extremist or threatening behaviour. This protocol provides guidance on mitigating the risk and the processes involved in ensuring that defensible and informed decisions are made when hiring out venues.

2. RECOMMENDATIONS

That the Executive Board:

1. Adopt the policy and procedure to help regulate the use of BwDBC or community venues.
2. Approve the creation of a register of events / venue hire requests to help monitor the application of the policy/procedure

3. BACKGROUND

Statutory guidance outlines expectations that 'local authorities should ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views' through the establishment of a responsible booking policy for public venues.

Guidance produced by the Electoral Commission for candidates and agents in relation to campaigning during elections and usage of publicly funded rooms and schools for public meetings is referenced in this policy.

Implementation of this policy provides practical assistance and support to venues in ensuring that local service users are not subjected to messages of hate or intolerance of any kind.

4. KEY ISSUES & RISKS

When hiring venues for events, consideration should be given to Health and Safety, responsibilities under various legislation, potential for reputational risk and impact on the community and visitors to the premises etc. Where a request for a booking is made, which causes concern, it is expected that details be passed on to the relevant agencies for further consideration.

As a responsible authority under the Crime and Disorder Act 1998, BwDBC also has a statutory duty to work in partnership with other agencies to reduce and prevent crime. Maintaining public order is a priority for the Local Authority and the Police, therefore when an event poses a risk to the general public, there are grounds to review and reconsider venue hire. Where the property is not under Local Authority control, they can provide advice to the property owners/occupiers.

This Policy also needs to apply to public realm or public open space e.g. The Town Hall Square. This is to ensure that any events are risk assessed and do not create disruption or interfere with the rights of the general public wanting to use facilities or access services. Interference in these circumstances would relate to impacting on day to day or scheduled activity such as meetings. The prohibiting factors could be blocked access due to large crowds, excessive or elevated noise, stopping a pre-booked event using that space. In these circumstances, the Local Authority has the right to refuse an event being staged in such space. In the main, this would impact during working hours or at the weekend where formal, pre-planned events have been booked.

Following the process detailed in the policy will ensure consistent application by venue managers both internally and externally. The policy is attached as Appendix 1 alongside this report.

5. POLICY IMPLICATIONS

Council is required to comply with statutory guidance.

6. FINANCIAL IMPLICATIONS

There is no financial impact per se however it may impact on income generated by venue hire if events cannot be booked.

7. LEGAL IMPLICATIONS

The Council is required to have regard to statutory guidance when exercising it's powers and duties under legislation

8. RESOURCE IMPLICATIONS

There is no resource implication.

9. EQUALITY AND HEALTH IMPLICATIONS

Please select one of the options below.

Option 1 Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2 In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision.

Option 3 In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision.

10. CONSULTATIONS

Neighbourhoods. Legal, Growth & Development, Governance Services and Venue Managers.

11. STATEMENT OF COMPLIANCE

The recommendations are made further to advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with

equality legislation and an equality analysis and impact assessment has been considered. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

12. DECLARATION OF INTEREST

All Declarations of Interest of any Executive Member consulted and note of any dispensation granted by the Chief Executive will be recorded in the Summary of Decisions published on the day following the meeting.

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DATE:	11 th October 2019
BACKGROUND PAPER:	