

CABINET

**Armed Forces Day
23rd June 2015**

Report of the Chief Officer (Governance)

PURPOSE OF REPORT			
To enable Cabinet to consider, as requested by Council, how the Council could support events on Armed Forces Day in future years.			
Key Decision	<input type="checkbox"/>	Non-Key Decision	Referral from Council
Date of notice of forthcoming key decision	N/A		
This report is public			

RECOMMENDATIONS

- (1) **Cabinet is asked to clarify what support it wishes to give to events on Armed Forces Day in future years, in context of other competing priorities, and to consider how any such proposals should be financed (through redirection of resources from other areas) with such proposals feeding into the 2016/17 budget process.**

1.0 Introduction

- 1.1 At its meeting on the 4th March 2015, on a notice of motion, Council resolved as follows:

“This Council confirms its commitment to the Armed Forces Community Covenant and in support of the annual national celebration of Armed Forces Day, re-affirms its motion of 13th April 2011.

This Council is aware that local events are expected to be held to mark the UK Armed Forces Day on Saturday June 27th 2015 and annually in years ahead, and requests a report from officers to Cabinet, indicating how the Council, within its budgetary constraints, could provide practical support to the organisers of such events in the future. In particular, this Council asks that the report should consider the booking of the raised platform in Market Square for events on Armed Forces Day each year.

Council also requests the Licensing Regulatory Committee to consider amending its street collection policy to provide for charities connected with the armed forces to be allocated permits to hold street collections in Lancaster, Morecambe and Carnforth on Armed Forces Day each year.”

- 1.2 At its meeting on the 26th March 2015, the Licensing Regulatory Committee agreed to amend its street collection policy as requested by Council.
- 1.3 This report is presented to Cabinet to enable it to consider how the Council, within its budgetary constraints, could provide practical support to the organisers of local events on Armed Forces Day in future years. This is usually the last Saturday in June each year.
- 1.4 For information, the Council resolution of the 13th April 2011, referred to within the more recent resolution, was as follows:

“(1) Lancaster City Council resolves to give its fullest possible support to local events being held to mark the UK Armed Forces Day on Saturday 25 June 2011 and years ahead.

(2) The council recognizes the enormous debt our community owes to the brave men and women of our armed forces, not least those of the Duke of Lancaster's regiment its predecessor Regiments, HMS Lancaster and HMS Trafalgar, to whom the Council has proudly awarded the Honorary Freedom of the City.

(3) Local events will enable our people to contribute to the fine record of military heritage built up in our district over many years.

Council agrees to grant the following requests:

(a) Use of certain facilities, e.g. the Banqueting Suite and Dalton Square without charge for military displays related to Armed Forces Day.

(b) Priority in the Mayor's diary for Armed Forces Day.

(c) Help with publicity for future events through press releases and relevant information displayed on the city council website.”

2.0 Proposal Details

- 2.1 The Council's festival programme for 2015/16 does not include any events for Armed Forces Day. Future annual programmes will be considered as part of the budget and planning processes. Cabinet is therefore requested to clarify to what extent they wish to provide commitment to this event. Given that there is no budget allocation for the event, as it stands, the expectation is that the organisers will manage the event in the same way as any third party managed event. Any deviation from this requires agreement from Cabinet, in order to ensure that other events organisers do not see this as the norm, and that, depending on Cabinet's view, any necessary additional budget/ resource is allocated for future years.
- 2.2 The March 2015 Council resolution did not suggest that the Council wished to run and therefore control events for Armed Forces Day itself, but rather that it would wish to support events run by other organisations. Whenever a third party plans an event to take place on public land owned or controlled by the Council, the Council is always willing to provide guidance and advice on what is required from the organiser before permission can be given. It should be

noted that an organiser may also need to provide details and obtain permissions from the Police and County Council.

- 2.3 As an example, the Council has a clearly defined process that all event organisers need to follow when requesting the use of public land for events (this includes the platform in Market Square). The process is outlined in a comprehensive booking form which provides clear directions for event organisers. This system is tried and tested and the use of it ensures the Council has all the information it needs to give permission for the event. Officers would recommend that the organisers of events for Armed Forces day are also requested to follow this process, otherwise additional officer capacity and resource would need to be found.
- 2.4 The raised platform in Market Square is booked for events through Environmental Services on a “first come first served” basis, and on a rolling programme, which means there is not an opening day each year for bookings. In principle there is no reason why it should not be booked for Armed Forces Day events on an annual basis. It must be recognised, however, that Saturday is market day, and that this restricts the space for spectators around the platform .
- 2.5 Cabinet needs to be aware that the Council does not currently have the capacity to undertake risk assessments, traffic management plans, stewarding etc. Therefore if Cabinet were minded to provide these, additional resources would need to be found.
- 2.6 It is open to the Council to allow the use of its name, in support of events organised by other organisations, and, through its website and communications team to provide publicity for events, and this could be done within existing resources. However, to avoid any legal difficulties, care would need to be taken not to give the impression that the Council had any responsibility for the events or had entered into a contract or other arrangement for the organiser to act on its behalf or as its agent. To avoid these difficulties, Officers would provide advice on appropriate wording and promotion.

3.0 Details of Consultation

- 3.1 There has been no consultation, as the matter has been referred to Cabinet by full Council.

4.0 Options and Options Analysis

- 4.1 There are no specific options, as Cabinet is simply requested, taking into account the above, to clarify to what extent it wishes to support this event in future years. Further options would then, if appropriate be provided in the budget process.

RELATIONSHIP TO POLICY FRAMEWORK

No direct relationship

CONCLUSION OF IMPACT ASSESSMENT
--

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, HR, Sustainability and Rural Proofing)

None directly arising from this report.

LEGAL IMPLICATIONS

None directly arising from this report.

FINANCIAL IMPLICATIONS

There is currently no budgetary provision for events on Armed Forces day.

OTHER RESOURCE IMPLICATIONS

Human Resources:

There are currently no staffing resources to provide practical support for such events

Information Services:

None

Property:

None

Open Spaces:

None

SECTION 151 OFFICER'S COMMENTS

It is well documented that the Council is facing tough financial challenges and will have to make significant savings. If Members consider that providing extra support in some form for Armed Forces Day is of high priority, they will need to identify which lower priority area resources should be redirected from – and that is always supposing that sufficient savings can be identified to balance the budget overall. If Cabinet considers this to be the right approach, then the outcome of this meeting would feed into the 2016/17 budget process, so that competing spending and saving pressures can be considered alongside each other. Furthermore, as the need to make savings will increase in future years, there can be no guarantee at this stage that any decision to provide extra support for Armed Forces Day could continue year on year.

In simple terms, the question is perhaps - even if this might be a good thing to do, is it affordable?

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has co-ordinated the preparation of this report.

BACKGROUND PAPERS

None

Contact Officer: Mrs S Taylor

Telephone: 01524 582025

E-mail: STaylor@lancaster.gov.uk

Ref: