

## **ADDENDUM**

### **ADDITIONAL PAPERS FOR ITEMS ON THE O&S AGENDA**

<b>ITEMS:</b>	<b>ADDENDUM PAGES</b>
5 – ROYAL LEAMINGTON SPA CAR PARKING DISPLACEMENT PLAN	1 TO 3
7 – HOMECHOICE ALLOCATION SCHEME	4 TO 17
8 – REVIEW OF THE WORK PROGRAMME, 30 AUGUST 2017	18 TO 21

**Covent Garden Car Park and Leamington Displacement Plan**  
**O&S Update**

**1. Summary**

- 1.1 In the context of the proposed redevelopment of Covent Garden MSCP for new parking and office space, officers are continuing to give consideration to managing the short term impact of the car park closure on Leamington town centre.
- 1.2 Officers are working with town centre partners in Leamington Spa to devise a plan for managing the impact of the temporary closure of the Covent Garden car parks to include an effective communication plan and alternative parking options. A working group is in effect involving Warwick District Council, BID Leamington, Leamington Chamber of Trade, Warwickshire County Council and Leamington Town Council.
- 1.3 A full report outlining the preferred approach for managing the displacement of Covent Garden users is to be presented to Executive for consideration on 27<sup>th</sup> September. This has slipped from August to allow for detailed design and costings to be completed with respect to signage and development which will be presented as part of the report.
- 1.4 The displacement plan will consider the priorities of the working group which have been identified as follows;
- To develop a communications plan that helps to raise user awareness of parking options in Leamington and promotes the visitor experience to encourage visitors to Leamington, and agree how this will be implemented.
  - To develop a costed plan to manage the displaced users of Covent Garden and create parking capacity for short-stay parking in the town centre and agree an implementation process.
  - To investigate opportunities to use technological interventions to mitigate impact of Covent Garden closure on users and town centre and implement as appropriate.
- 1.5 With regards to communication, the displacement plan will include changes to hard signage in Leamington and the implementation of temporary signage to direct users to alternative parking options which will include existing car parks, new parking options and on-street parking.
- 1.6 Additionally online information will be reviewed and improved to ensure users can access up to date information about parking in Leamington including on-street, off-street and private parking options day to day and for special events.

- 1.7 Communications will also include the promotion of alternative modes and means of accessing the town centre i.e. walking, cycling, bus.
- 1.8 Studies of ticket sales data indicate that the peak weekday demand for parking at the Covent Garden site currently amounts to no more than c. 440 vehicles at any one time (c. 230 short stay and 170 long stay excluding permit holders and blue badges). This increases at the weekend to no more than c. 570 vehicles. (c. 280 short stay and 215 long stay excluding permit holders and blue badges)
- 1.9 Whilst these figures are subject to seasonal fluctuations, the displacement plan will aim to provide parking to accommodate this number of vehicles.
- 1.10 Additional alternative parking options being explored include the development of a Park and Ride facility at Campion Hills (Monday to Saturday for c. 170 spaces) and opening Riverside House at the weekend (offering c. 250 spaces). Users of Covent Garden car park are to be otherwise directed to alternative off-street parking locations where spaces exist which includes the Royal Priors and off-street car parks on the periphery of the town centre (c. 90-170 spaces available dependant on seasonal demand fluctuations) or on-street (est. 80-130 users if all other off-street parking is fully utilised).
- 1.11 Planning permission will be required to use Campion Hills for parking and design work is currently being undertaken to enable a planning application to be submitted. Pre-application advice has been undertaken which indicates the proposal is viable.
- 1.12 Costs for developing the site of Campion Hills for Park and Ride and for operating the Park and Ride service are being sought. The cost of the service will go some way to determining the conditions under which the site will be operated in terms of users and charging.
- 1.13 Discussions are ongoing with Warwickshire County Council with regards to on-street parking and the possible rationalisation of the on-street parking restrictions in Leamington Town Centre during the development period to simplify the parking experience for on-street users i.e. all street within a given area to have the same parking conditions.
- 1.14 Opportunities to use innovations in technology to improve the user parking experience are being investigated.
- 1.15 Parking information on the Warwick District Council website will be in a mobile friendly, accessible format to allow users to access parking support on the move.

1.16 Technology including parking apps which allow users to see real time parking information are being explored and costed to determine their viability with regards to the displacement plan.

Item 7

**Lesley Dury**

**From:** Ken Bruno  
**Sent:** 24 July 2017 10:59  
**To:** Ian Davison; oandscommittee  
**Cc:** Lesley Dury  
**Subject:** RE: Next meeting 25 July - Homechoice and allocations  
**Attachments:** O&S 25-7-17.pptx; HomeChoice\_Booklet.pdf

Dear councillor,

In advance of the discussion about Homechoice at the meeting tomorrow please see attached the background data referred to in earlier emails.

I have put the data onto Powerpoint slides as it is a good way of showing data tables and graphs but I'm not proposing to present it formally at the meeting. I will be happy to take questions about it as well as the allocations policy previously circulated but attached again for convenience.

I'll look forward to seeing you tomorrow evening.

Kind regards,

Ken Bruno  
Housing Strategy & Development Manager

Housing Services  
Warwick District Council  
Riverside House  
Milverton Hill  
Royal Leamington Spa  
CV32 5HZ

Telephone: 01926 456044

[www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)

**From:** Ian Davison  
**Sent:** 13 July 2017 14:32

**To:** Lesley Dury; oandscommittee  
**Cc:** Ken Bruno  
**Subject:** Re: Next meeting 25 July - Homechoice and allocations

Very helpful, many thanks Ken.

Unfortunately I can't make this meeting, which is a great shame as I'd like to know more about the system. With your table below about the number of households on the waiting lists, can you add a) how many properties there are (total so most are already occupied) for each number of bedrooms, and b) how many people were housed in each band (and ideally also in each number of bedrooms) i.e. that will give us a sense of how long the waiting lists are.

Hi Lesley,

Can you please record my apologies for the meeting.

Many thanks,  
Ian

Cllr Ian Davison  
07776 157932

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**From:** Lesley Dury  
**Sent:** 10 July 2017 16:01  
**To:** oandscommittee  
**Cc:** Ken Bruno  
**Subject:** Next meeting 25 July - Homechoice and allocations

Dear All

On your Work Programme for the next meeting, at Councillor Falp's suggestion, you requested that Ken Bruno attend to talk to you about the HomeChoice Allocation Scheme so that you would all have an understanding of what it is in anticipation of a report going to Executive in November.

Ken has suggested that ahead of the meeting in July, you may wish to do a little light reading of a booklet this Council has produced. I attach a copy.

At the meeting, Ken will explain the process for the allocations review, and he will give you some stats. Recently, a councillor asked him for some information and he produced the table below, which he can update for the meeting if this helps:

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Band	Bedroom need				Total
	1	2	3	4+	
1	14	8	1	0	23
2	99	75	78	47	299
3	661	151	26	2	840
4	447	277	82	7	813
Transfer	343	205	20	2	570
Young Person	1	0	0	0	1
<b>Total</b>	<b>1565</b>	<b>716</b>	<b>207</b>	<b>58</b>	<b>2546</b>

Would you let Ken know please if there's specific information you wish to understand about Home Choice and bandings ahead of the meeting.

Regards  
Lesley Dury, Committee Services Officer, Warwick District Council  
Telephone 01926 456114

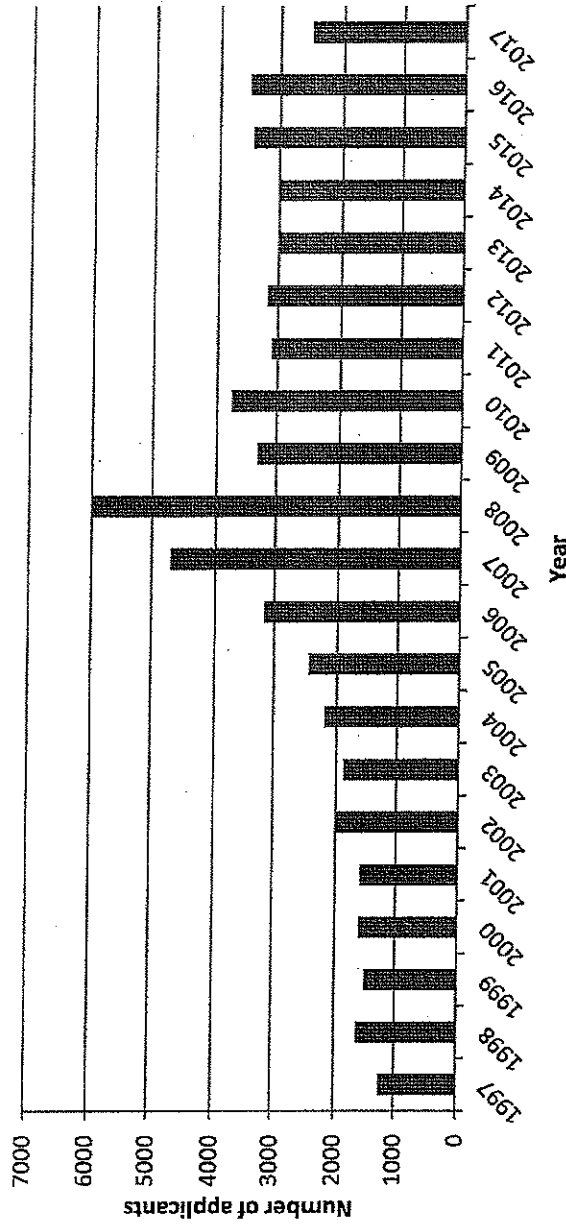
# Overview & Scrutiny Committee

## 25<sup>th</sup> July 2017

### HomeChoice and allocations data

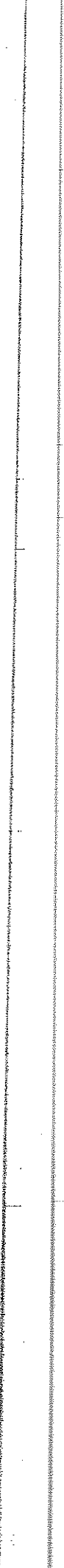


# Housing register trend 1997 to 2017



# Housing register by band and bedroom need 18 July 2017

Band	Bedroom need				Total
	1	2	3	4+	
One	16	5	1	1	23
Two	107	91	83	46	327
Three	676	153	27	4	860
Four	465	282	85	8	840
Transfer	357	205	24	3	589
Young Person	1	0	0	0	1
<b>Total</b>	<b>1622</b>	<b>736</b>	<b>220</b>	<b>62</b>	<b>2640</b>



# Rented housing & allocations

## Affordable housing – rented stock - 1st April 2017

	Bedrooms				Total
	Bedsit / 1 bed	2 bed	3 bed	4+ bed	
Council	1553	1982	1899	61	5495
Housing association	1175	1179	509	57	2920
<b>Total</b>	<b>2728</b>	<b>3161</b>	<b>2408</b>	<b>118</b>	<b>8415</b>

## Completed affordable housing allocations 1/6/2017 to 30/5/2017

Band	Bedroom need				Total
	1 Bed	2 Bed	3 Bed	4 Bed	
Band 1	56	78	34	3	171
Band 2	56	92	61	9	218
Band 3	78	56	15	1	150
Band 4	37	28	5	1	71
Transfer	92	82	26	1	201
<b>TOTAL</b>	<b>319</b>	<b>336</b>	<b>141</b>	<b>15</b>	<b>811</b>

## What is HomeChoice?

HomeChoice is a scheme which we, at Warwick District Council, operate with a number of housing associations. We let available homes to those in housing need.

We advertise new and existing council and housing association properties through HomeChoice. This means that you will only have to fill in one form to apply for housing and everybody is assessed in the same way, no matter who the landlord is.

There are many more people applying for housing each year than there are empty properties to let and HomeChoice helps us to decide which applicants are allowed to register, and who will be given priority, for housing.

This booklet gives you the information you need to get onto HomeChoice and apply for properties that you are interested in. The HomeChoice allocations policy is available on the website at [www.warwickdc.gov.uk/homechoice](http://www.warwickdc.gov.uk/homechoice).

Appendix Page 1

## Who can apply for housing through Homechoice?

To register on Homechoice, you must:

- ✓ be over 16 years old (we usually only offer tenancies to applicants aged over 18, so if you are under 18, please contact the Housing Advice Team to discuss your options);
- ✓ meet the immigration rules to move into social housing;
- ✓ not have been found guilty of unacceptable behaviour which could have resulted in, or actually did result in, the courts gaining possession of your home; and
- ✓ have a local connection to Warwick district.

To have a local connection to Warwick district, you must:

- have lived in the district for at least six months out of the last 12 months, or at least three years out of the last five years;
- be employed in Warwick district in permanent paid work (we do not accept casual employment); or
- have a close family connection in Warwick district (son, daughter, brother, sister, mother or father who is over 18 and has lived in accommodation in Warwick district for at least five years before the date of your application).

If none of these apply to you, you cannot apply for properties through HomeChoice. There are some exceptions where you do not need a local connection to apply for HomeChoice. This depends on your circumstances, the reason you are applying for housing and whether special rules apply to you. If you think that any of the following might apply to you, fill in a HomeChoice form, giving as much information as possible. We will let you know if you can join HomeChoice.

- You are a current or former member of the armed forces.
- You are escaping from domestic violence.
- You are a council or housing association tenant or a key worker and need to move to Warwick district for work.
- You have been found by a council to be homeless.
- You are living in poor housing conditions such as overcrowded or insanitary conditions.
- You need to move to Warwick district to give or receive support.
- You need to move because of your medical condition, such as a disability, or for your welfare.

You can find more information and guidance about the local-connection rules in the full policy, available on our website at [www.warwickdc.gov.uk/homechoice](http://www.warwickdc.gov.uk/homechoice).

If you are not sure if you meet the criteria to join HomeChoice, please contact Housing Advice by emailing [hadvice@warwickdc.gov.uk](mailto:hadvice@warwickdc.gov.uk) or phoning **01926 456129**.

## How can I register?

You will need to fill in an application form which you can download from our website at [www.warwickdc.gov.uk/housing](http://www.warwickdc.gov.uk/housing).

You can also get an application form from the following one-stop shops.

- Fiverside House, Milverton Hill, Royal Leamington Spa
- Warwickshire Direct at Kenilworth Library, Abbey End, Kenilworth
- Warwickshire Direct at Shire Hall, Warwick
- Warwickshire Direct, Whitnash, Franklin Road, Whitnash
- Warwickshire Direct, Lillington Library, Valley Road, Lillington

Please fill in your application form in full, taking care to make sure that the information is correct. It is a criminal offence to knowingly give false information or to withhold information relevant to your application. A court could fine you up to £5,000 if you are found guilty.

You can return your filled-in application form to any of the offices listed on the back of the application form.

When we have received your application form, we will assess your application using our banding scheme (see pages 5, 6 and 7).

We will process your application within 21 working days and will send you a letter confirming:

- your user number;
- your registration date;
- the band we have placed you in;
- the number of bedrooms you need (see pages 10 and 11); and
- information about how you can view and bid for available properties.

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If you do not agree with the band you are in or have been told you are not eligible to register, you can ask us to review your application. You must do this in writing within 21 days of the date on the decision letter. We will review your case and tell you the outcome in writing. Once you have received this decision, there is no further right of appeal.

## How does the banding system work?

We place applicants into bands based on their housing need. There are five bands in total and we will place you in the band which reflects your current circumstances.

### Transfer Band

If you are an existing council or housing association tenant in Warwick district and do not meet the criteria for bands 1 to 3, we will include you in the transfer band. We will then consider you for available homes before we make them available for applicants in bands 1 to 4.

1. Tenants who are underoccupying their home in other words, you have more bedrooms than you need
2. Where two tenants or social landlords (as and housing associations) want to move in together, freeing up two empty properties in return for one property
3. Tenants in an adapted property who no longer need the adaptations or where an adapted property is available and a tenant needing the adaptations does not have priority under the banding system
4. Tenants wanting to move to a property of the same type and size as their current home and there are good housing management reasons for the move would deal with exceptional problems caused by housing circumstances
5. People with children in flats or maisonettes above the ground floor

## Band 1

You will have priority for 12 weeks and will be given priority for 50% of advertised properties

1. Homeless applicants where we have accepted a full duty under Part VII of the Housing Act 1996 as amended.
2. People with medical priority in exceptional circumstances.
3. People moving on from supported housing projects under agreed referral arrangements between supported accommodation providers and us.
4. Special-agency referral from organisations such as Warwickshire County Council Adult Health and Community Services, Children, Young People and Families Services and Probation. We will make referrals under agreement with the departments concerned.
5. Extraordinary cases where there is an urgent and unusual need for housing that is not covered by the HomeChoice policy.
6. Armed-forces cases promoted from band two, due to urgent housing needs.

## Band 2

We will give you priority for 30% of advertised properties

1. People with a medical or welfare priority.
2. Homeless prevention. Households assessed under homelessness law as in priority need and threatened with homelessness through no fault of their own. We will award this priority if you are co-operating with us to try to prevent homelessness.
3. Non-priority, unintentionally homeless applicants assessed as such under homelessness law.
4. Households who are overcrowded when assessed against the bedroom standard. We explain this more on page 8 and 9.
5. Households under a demolition order or closing order.

6. Armed-forces applicants with three years' or more service who have lived in the district for two years before joining the register and are within 12 weeks of their discharge date.

7. Armed-forces applicants promoted from band three due to urgent housing need.
8. Band-one cases who were moved down from band one due to debt.

## Band 3

We will give you priority for 20% of advertised properties

1. Households in priority need who have been classed as homeless intentionally in line with homelessness law.
2. People who are neither an owner nor a tenant.
3. Families with one or more children younger than 16 living above the ground floor. If two or more applicants in this category express an interest in a property we will give priority to the applicant on the highest floor.
4. Applicants lacking more than one facility, for example a bath, toilet or kitchen, or sharing a facility with another household.
5. Band-two cases who were moved down from band two due to debt.
6. Armed-forces applicants promoted from band four due to urgent housing need.
7. Non-priority intentional homeless cases.

## Band 4

1. All applicants without a housing need, with a local connection.
2. Homeowners.
3. Band-three cases who were moved down from band three due to debt.
4. Applicants without a local connection (and not exempt from the local connection criteria as set out on page 3) but who are in a reasonable preference category.

## What can affect my banding?

If we think that you have acted unreasonably to make your housing circumstances deliberately worse without good reason or with the aim of qualifying for a higher banding, we will not give you any extra priority. You will stay in the banding you were in and have the priority you held before making your circumstances worse.

If you owe money to any local authority or housing association, you can apply to go on HomeChoice but we or the housing association may not offer you a property. We may also put you in a lower banding if you have housing-related debts. We can raise your banding once you have agreed a repayment plan which you have kept to.

## What type and size property am I able to bid for?

We consider that each of the following need one bedroom.

- An adult couple (an adult couple in a bedsit is classed as lacking a bedroom)
- Any other person aged 16 or over (including a live-in carer where the need for a bedroom would be accepted under Housing Benefit regulations)
- Two children of the same sex under the age of 16
- Two children under the age of 10, no matter what their sex
- Any other child

We only take account of children if they live with you permanently and it is their main home.

We take account of babies in the womb from 25 weeks into the pregnancy. We will assume their sex is the one that will minimise the number of bedrooms needed, unless you confirm the baby's sex.

As a rule, you cannot bid for properties with more bedrooms than you need. There are two exceptions to this which are:

- you need to be a certain age (normally 55 or more) to live in the property; or
- you would be considered as needing an extra bedroom under the rules used for assessing claims for Housing Benefit.

Due to the shortage of four- and five-bedroom properties in the district, if you have this need, we will allow you to bid for three-bedroom properties.

The table overleaf sets out what type and size property you can bid for.

**What type of property do I qualify for?**

	Studio flat or bedsit	Bedsit bungalow (sheltered)	1-bedroom flat or maisonette	1-bed bungalow (sheltered)	1-bed house	2-bed flat or maisonette	2-bed bungalow (sheltered)	2-bed house	3-bed flat or maisonette	3-bed bungalow	3-bed house	4-bed flat or maisonette	4-bed house	5-bed house
Single person	✓		✓		✓									
Partners (couple)			✓		✓									
2 or more adults sharing						✓			✓	✓				
Households with 1 dependant						✓		✓						
Households with 2 dependants (who can share)						✓		✓						
Households with 2 dependants (who need a bedroom each)									✓	✓	✓			
Households with 3 dependants (where 2 dependants can share)									✓	✓	✓			
Households with 3 dependants (who need a bedroom each)									✓	✓	✓	✓		
Households with 4 dependants (where dependants can share)									✓	✓	✓	✓	✓	
Households with 4 dependants (where 2 dependants can share)									✓	✓	✓	✓	✓	
Households with 4 dependants (who need a bedroom each)									✓	✓	✓	✓	✓	✓
Households with 5 or more dependants									✓	✓	✓	✓	✓	✓
Single person 60 or over	✓				✓									
Couple 60 or over					✓	✓	✓							



## How can I view and bid for properties?

You can view and bid for all available properties on our website at [www.warwickdc.gov.uk/homechoice](http://www.warwickdc.gov.uk/homechoice).

We place adverts every week starting at midnight every Thursday and closing at midnight the following Tuesday. This gives you six days to place bids. You can place up to five bids on each advert. You should place bids in your order of preference. This is because if you are at the top for more than one property, we will only consider you for the one you bid for first.

To view and bid for properties you should follow the instructions below.

<b>Step 1</b>	Under 'Do It Online' click on <b>HomeChoice for housing applicants</b>
<b>Step 2</b>	Click on 'Login'
<b>Step 3</b>	Enter your <b>User Number and Password</b> - these are on the letter we sent you when you first applied for housing. If you do not know them, please contact <b>Housing Advice on 01926 456129</b> .
<b>Step 4</b>	You can then choose to view the current property list which will show all of our properties and the housing association properties which are available for the current week.
<b>Step 5</b>	Click on 'bid' next to the property you are interested in. If you want to see more information about an individual property, double click on the address. To continue bidding, click on 'return to property list'

Computers are available at all Warwickshire Direct one-stop shops and you can use these to view and bid for properties.

If you do not have access to a computer and need help with placing a bid, you can contact Housing Advice on **01926 456129**.

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## How will I know if my bid has been successful?

If you are successful, the landlord of the property will contact you by phone, so it's really important that you tell us if you change your phone number, otherwise you might miss out on the property. We will offer you the opportunity to view the property and we will check your application to make sure you are entitled to the property.

If you have not heard anything within one week, it means that your bid has not been successful and you should continue to place bids for other available properties.

We will publish details of the successful applicant's band and their application date on the website. This information can help you decide where you have the best chance of being rehoused and to consider other housing options available to you.

## What if my circumstances change?

If your circumstances change, you will need to tell the Housing Advice Team. This includes telling us about the following changes.

- A confirmed pregnancy
- Any member of the family or any other person on the application who has left your household
- A change of name
- An addition to the family (we will need proof of residence and identity)
- Any change in income or savings
- Changes in status of accommodation (for example, you have received a notice to quit)

To tell us about any changes, you will need to fill in a change of circumstances form, which you can download from our website at [www.warwickdc.gov.uk/housing](http://www.warwickdc.gov.uk/housing) or collect from any Warwickshire Direct one-stop shop.

If you have changed address, you need to fill in a new application form. If you tell us about your change of address straight away, the date of your application will stay as the date you first applied. However, we may change your housing priority as a result.

After we have received your filled-in change of circumstances form, we will write to you and let you know if your HomeChoice application has changed as a result.

## Useful Phone Numbers

### Warwick District Council

The Housing Department,  
Flowerside House, PO Box 2175,  
Royal Leamington Spa CV32 5QE  
Phone: 01926 456129  
[www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)

### Ashram Moseley

106 Alcester Road, Moseley,  
Birmingham B13 8EF  
Phone: 0300 111 7000  
[www.ashrammoseleyha.org.uk](http://www.ashrammoseleyha.org.uk)

### Bromford Housing Group

1st floor, Friars Gate, 1011 Stratford  
Road, Solihull; B90 4BN  
Phone: 0330 1234034  
[www.bromfordgroup.co.uk](http://www.bromfordgroup.co.uk)

### Citizens Advice Bureau

10 Hamilton Terrace, Leamington Spa  
Phone: 0844 8562322  
[www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

### Housing and Care 21

Tricorn House, 51-53 Hagley  
Road, Birmingham B16 8TP  
Phone: 0370 192 4000  
[www.housingandcare21.co.uk](http://www.housingandcare21.co.uk)

### Midland Heart

Coventry Office, Highfield House, St  
Nicholas Street, Coventry CV1 4BN  
Phone: 0345 6020540  
[www.midlandheart.org.uk](http://www.midlandheart.org.uk)

### National Debtline

(confidential money advice)  
Phone: 0808 8084000  
[www.nationaldebtline.org](http://www.nationaldebtline.org)

### Orbit Housing Association

Garden Court, Harry Weston Road,  
Binley Business Park,  
Coventry CV3 2SU  
Phone: 0800 6781221  
[www.orbit.org.uk](http://www.orbit.org.uk)

### Riverside

Head Office Customer Service Centre,  
Riverside, 2 Estuary Boulevard,  
Estuary Commerce Park L24 8RF  
Phone: 0345 111 0000  
[www.riverside.org.uk](http://www.riverside.org.uk)

### Salvation Army

National refuge helpline  
Phone: 0118 959 0681  
[www.salvationarmy.org.uk](http://www.salvationarmy.org.uk)

### Stonewater Housing Association

Jephson Court, Tancred Close,  
Royal Leamington Spa, CV31 3RZ  
Phone: 01384 471096  
[www.stonewater.org](http://www.stonewater.org)

### Viridian Housing

41 Poplar Road, Kings Heath,  
Birmingham B14 7AA  
Phone: 0330 123 0220  
[www.viridianhousing.org.uk](http://www.viridianhousing.org.uk)

### Warwickshire Rural Housing Association

Whitwick Business Centre,  
Stenson Road, Coalville,  
Leicestershire LE67 4JP  
Phone: 0300 1234 009  
[www.warwickshlrha.org.uk](http://www.warwickshlrha.org.uk)

### Waterloo Housing Association

1700 Solihull Parkway, Birmingham  
Business Park, Birmingham B37 7YD  
Phone: 0800 435016  
[www.waterloo.org.uk](http://www.waterloo.org.uk)

### WM Housing

4040 Lakeside, Solihull Parkway,  
Birmingham Business Park,  
B37 7YN  
Phone: 0300 7906 533  
[www.wmhousing.co.uk](http://www.wmhousing.co.uk)

Item 8

**Lesley Dury**

**From:** Noel Butler  
**Sent:** 18 July 2017 19:32  
**To:** Lesley Dury; James Deville  
**Cc:** Judith Falp  
**Subject:** Re: Advance notice of a report required for O&S in August  
**Attachments:** Events Review Terms of Reference.docx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Lesley,

Thank you for your email and for explaining the rationale behind the O&S desire to see the report. It will be some time before a draft report is available as the Events Review is currently in the data collection stage. Our Business Support and Events Officers are completing forms about each event that is organised in our District until the BID Learnington Food and Drink Festival on the 9<sup>th</sup> and 10<sup>th</sup> of September.

Following this the data will be included in a draft report that will go out to key stakeholders in October so that those we work closest with have a chance to pass comments and queries to us, before it formally goes to the Executive meeting in December. I would suggest that the O&S committee see the report at this stage so they too can feed in their comments into the final report.

In the meantime I attach the Terms of Reference for the Review which I think the members of the O&S committee should read prior to seeing the draft report.

I trust this is acceptable to the Chair of the O&S. Please let me know if you require any further information

Regards,

*Noel*

**Clir Noel Butler**  
**Member for Aylesford Ward**  
**Portfolio Holder for Business**

# Events Review: Terms of Reference

May 2017

## 1 Background and Context

The Service Redesign, implemented in April 2016, brought together a new team to provide a holistic approach to the Council's role in supporting events across the District. In relation to events, the Business Support and Events Team is responsible for strategic planning of events throughout the year and throughout the District, for the operational management of District Council-led, and for the facilitation of third-party led events ensuring events:

- Have assessed and effectively managed risk so that they are conducted safely
- Maximise benefits for residents, visitors and businesses in the District
- Support the Council's aim of making the District's towns great places to do business
- Minimise impacts on residents and businesses
- Ensure environmental impacts are minimised and appropriate restoration is undertaken following the completion of the event

To do this the team needs to work effectively with a range of stakeholders including

- Event organisers
- The Police and other service providers
- Providers of facilities and services for events
- Other Council departments
- Ward Councillors and Town/Parish Councils
- Community Groups
- Local Businesses

All this means that supporting events requires excellent communication and adherence to clear processes.

This review will use the events that are planned and delivered over the summer season of 2017 to collect intelligence and identify opportunities and issues. This will be used to assess the potential for improved processes and practices during the Autumn of 2017. It is intended to complete the events by December 2017 so that new practices and processes are in place as 2018 events are planned.

## 2 Aims of the Review

- a) To identify and deliver opportunities to enhance the strategic planning of events to maximise the economic and community benefits of events
- b) To ensure the operational management of events delivers safe, successful and vibrant events, which maximise economic and community benefits
- c) To ensure that the service delivered to customers is efficient, transparent and accessible aiding in delivering a diverse calendar of events
- d) To consider the financial implications of supporting events both in terms of the Council's costs and resources and in terms of charges to event organisers

### 3 Scope

#### Included in scope

The scope of the review is as follows:

- Events directly organised by Warwick District Council
- Events that take place on the District Council's land (such as parks and open spaces) or other public spaces (such as highways)

The review will not only examine the processes and practices around events organisation and delivery, but will also consider the resources (staff and financial) required to support events to establish whether all events can be supported or whether support needs to be prioritised

#### Excluded from scope

The following areas are outside the scope of the review, albeit these areas have significant links with the business support function which may need to be explored:

- Events planned by other organisations that do not take place on District Council or in public spaces
- Events that take place indoors

### 3 Approach

Dave Barber will lead the Events Review. The review will focus on the work of the Business Support and Events Team as articulated in the Job Descriptions of the Team Manager and Officers. The key responsibilities relating to events are:

- strategic planning of events throughout the year and throughout the District
  - regularly review the benefits of the events programme to ensure it is meeting the Council's strategic aims
  - monitor the effective operation of the Safety Advisory Group
  - work with internal stakeholders and external partners to discuss new events
- operational management of events
  - ensure safe events and work closely with the Safety Advisory Group
  - ensure guidelines are met for each event
  - Work with other agencies and stakeholders such as the Police, Fire Service, and Ambulance Service,
  - undertake event evaluations and implement learning points
  - discharge Council's responsibilities as a category 1 responder
  - ensure well organised events and support the planning, management and delivery of events to ensure a consistent and safe approach
  - This will include, but is not restricted to,
    - agreeing approaches to consultation,
    - road closures,
    - traffic management,
    - crowd control,
    - emergency action plans
    - ensuring compliance with relevant legislation

The review will have four broad phases:

**Phase 1: Agree priority outcomes** for the District's events and consider how these should be measured and/or assessed as the review takes places.

**Phase 2: Data and intelligence collection** using the events planned and delivered during the summer of 2017

**Phase 3: Identification of issues, opportunities and potential improvements** arising from an analysis of Phase 2

**Phase 4: Preparation of report and recommendations** for approval, including consultations with key internal stakeholders and formal approval if required

#### 4 Process and timescales

Date	Activity	Responsibility
w/c 8 <sup>th</sup> May	Agree review terms of reference	Dave Barber, Tracy Darke, Cllr Butler
w/c 15 <sup>th</sup> May	Workshops to undertake tasks associated with Phase 1	Dave Barber, David Butler, Stuart Poole, James Deville, Helen Williamson, Luke Campion
w/c 22 <sup>nd</sup> May	Agree how data and intelligence will be collected from the summer events programme	David Butler, Stuart Poole, James Deville, Helen Williamson, Luke Campion
27 <sup>th</sup> May to 10 <sup>th</sup> September	Collect and record data and intelligence relating to events undertaken	James Deville, Helen Williamson, Luke Campion
September/October	Review data and intelligence, identify improvement opportunities, consider cost and resource implications. Meetings and workshops to discuss options and issues with other stakeholders	Dave Barber, David Butler, James Deville, Helen Williamson, Luke Campion (with other stakeholder as identified above)
October/November	Prepare Draft Report and circulate for comments	Dave Barber
November/December	Review and comment on final report	Cllr Butler, Tracy Darke, David Butler, James Deville, Other stakeholders
December	Final Report and sign off and if required, report to Executive	Dave Barber, James Deville, Tracy Darke, Noel Butler

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