

Scrutiny Proposal Form

(This form should be completed by sponsoring Member(s), Officers and / or members of the public when proposing an item for Scrutiny).

Note: The matters detailed below have not yet received any detailed consideration. The Overview and Scrutiny Panel reserves the right to reject suggestions for scrutiny that fall outside the District Council's remit.

Proposer's name and designation	Mike Saltern, Chair of South Hams Overview & Scrutiny Panel	Date of referral	19/11/2015
Proposed topic title	Task & Finish Group to Review Event Management Processes & Charging Structure		
What needs to be scrutinised and why?	<p>It is felt that the current regime of charging for the Council management of Events within South Hams (& West Devon) is inequitable and unclear. This makes it difficult for officers to deploy and event organisers are unclear of what fees, charges and services the Council can offer. A review is required to agree what should be offered and the basis for how cost recovery should be made. Consideration is also required for whether the Council can avail itself of income generation opportunities and how the Council's event management services can be promoted.</p> <p>Alongside this, consideration will be given to how the Council attracts sponsorship for certain public spaces and whether this is adequately promoted and whether the fees levied are appropriate.</p>		
Link to national, regional and local priorities and targets	<p>This review is in line with the Council's stated objectives of:</p> <ul style="list-style-type: none"> • Being financially self-sufficient; • Enhancing partnerships; • Meeting customer needs, and; • Enabling communities to thrive 		
Key Objectives Please keep to SMART objectives (Specific, Measurable, Achievable, Relevant and Timely)	<ul style="list-style-type: none"> • Review current events supported by the Council; their management process and charging regime • Determine whether support for these events remains within Councils core remit and whether this should be offered at nil cost, on a cost recovery basis or be used as an income generator (bearing in mind wider economic benefits) • Consider whether current Council support is consistent and fit for purpose or whether changes should be made; if so make considered recommendations • Review sponsorship fees for Council owned public spaces and consider whether these remain appropriate; whether these should be extended and how these co-exist with events. In addition, Members should review whether sponsorship / advertising opportunities should be pro-actively promoted • Consider how any changes implemented should be promoted / communicated to relevant parties 		
How long do you think is needed to complete this exercise? (Where possible please estimate the number of weeks, months and meetings required)	<p>The exercise is expected to be completed by the end of April 2016, with a recommendation to the relevant scrutiny or executive committee to follow, as appropriate</p> <p>An initial meeting was held on 13/1/16; 3 members attended (Cllrs Baldry, Bramble & Brown). The group's work will be completed remotely by the group members and it is envisaged a second meeting will be held to finalise the group's recommendations in mid-April. At that time, the group will determine further actions or request an</p>		

	extension to the T&F group's initial timetable.
Is the matter one of concern to residents/local businesses?	YES <i>(The way in which events are administered by the Council can have impacts on the local community and local businesses)</i>
Can Scrutiny influence and change things? (If yes, please state how you think Scrutiny can influence or change things)	YES <i>(via the task & finish group)</i>
Does the matter relate to an underperforming service or area?	NO - <i>However, It is felt that the current regime of dealing with Events within South Hams (& West Devon) is not consistent and therefore could be construed as being unfair to certain events and difficult for officers to apply. Increased cost recovery and income generation options should be considered as part of the review</i>
Does the matter affect a large number of residents or a large geographical area of the County (If yes, please give an indication of the size of the affected group or area)	YES <i>(All Residents & Event Organisers)</i>
To your knowledge, is anyone else looking at this matter? (If yes, please say who is looking at it)	NO
Where can relevant evidence and/or data be found?	The T&F group will work with officers from Assets, Commercial Services, along with the Commercial Services Group Manager & the Business Development Group Manager.

Please return this form to: **Darryl White, Democratic Services, South Hams District Council, Follaton House, Plymouth Road, Totnes, TQ9 5NE**
Email: darryl.white@swdevon.gov.uk