

Shadow Executive (Cabinet)

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| Title of Report: | Recommendations of the St Edmundsbury and Forest Heath Overview Audit Scrutiny Committees: 7 and 8 November 2018: Review of Bury St Edmunds Christmas Fayre 2018 | |
| Report No: | EXC/SA/18/017 | |
| Report to and date: | Shadow Executive (Cabinet) | 27 November 2018 |
| Shadow Executive (Cabinet) Members: | Councillor Susan Glossop (St Edmundsbury) Tel: 01284 728377 Email: susan.glossop@stedsbc.gov.uk | Councillor Lance Stanbury (Forest Heath) Tel: 07970 947704 Email: lance.stanbury@forest-heath.gov.uk |
| Chairman of the Committees: | Councillor Simon Cole FHDC Overview and Scrutiny Committee Tel: 07974 443762 Email: simon.cole@forest-heath.gov.uk | Councillor Diane Hind SEBC Overview and Scrutiny Committee Tel: 01284 706542 Email: diane.hind@stedsbc.gov.uk |
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| Purpose of report: | On 7 and 8 November 2018, both St Edmundsbury Borough Council and Forest Heath District Council's Overview and Scrutiny Committees considered Report Nos: OAS/SE/18/032 / OAS/FH/18/031 , summarising the review of the Bury St Edmunds Christmas Fayre and presents a proposed three-year action plan for taking forward the recommendations from the Christmas Fayre Joint Task and Finish Group. | |
| Recommendation: | <p>It is <u>RECOMMENDED</u> that the Christmas Fayre Review Reports: (OAS/SE/18/032) and (OAS/FH/18/031), including the revised Three-Year Action Plan, attached as Appendix F to Report No: EXC/SA/18/017, be approved, subject to:</p> <p>“An Annual Report on the Christmas Fayre being presented to the Overview and Scrutiny Committee, and specifically in 2019, to report back on discussions with the Destination Management Organisation and the BID (Our Bury St Edmunds) on willingness; desire of businesses to have/provide additional Christmas stalls throughout the town, over a longer period to create “Christmas in Bury”.</p> | |
| Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i> | <p><i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/></p> | |
| Consultation: | <ul style="list-style-type: none"> • See Report Nos: OAS/SE/18/032 and OAS/FH/18/031 | |
| Alternative option(s): | <ul style="list-style-type: none"> • See Report Nos: OAS/SE/18/032 and OAS/FH/18/031 | |
| Implications: | | |
| <p>Are there any financial implications? If yes, please give details</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See Report Nos: OAS/SE/18/032 and OAS/FH/18/031 </p> | |
| <p>Are there any staffing implications? If yes, please give details</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See Report Nos: OAS/SE/18/032 and OAS/FH/18/031 </p> | |
| <p>Are there any ICT implications? If yes, please give details</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See Report Nos: OAS/SE/18/032 and OAS/FH/18/031 </p> | |
| <p>Are there any legal and/or policy implications? If yes, please give details</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See Report Nos: OAS/SE/18/032 and OAS/FH/18/031 </p> | |
| <p>Are there any equality implications? If yes, please give details</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • See Report Nos: OAS/SE/18/032 and OAS/FH/18/031 </p> | |
| Risk/opportunity assessment: | <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i> | |

| Risk area | Inherent level of risk (before controls) | Controls | Residual risk (after controls) |
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| See Report Nos: OAS/SE/18/032 and OAS/FH/18/031 | | | |
| Wards affected: | | All Wards | |
| Background papers: | | <p>18 April 2018: SEBC Overview and Scrutiny Committee report Review of Bury St Edmunds Christmas Fayre – Scoping Report: OAS/SE/18/013</p> <p>19 April 2018: FHDC Overview and Scrutiny Committee report Review of Bury St Edmunds Christmas Fayre – Scoping Report: OAS/FH/18/012</p> <p>2015 review of the Christmas Fayre: SEBC OAS Report: OAS/SE/15/016</p> <p>Recommendations of the SEBC Overview and Scrutiny Committee to Cabinet: CAB/SE/15/077</p> | |
| Documents attached: | | <p>Appendix 1 – Christmas Fayre Review Report 2018 (OAS/SE/18/032 – OAS/FH/18/031)</p> <p>Appendix F – Revised Three-Year Action Plan</p> | |

1.1 **Key issues and reasons for recommendations**

1.2 Both Committees received the above reports (attached as **Appendix 1** to this report) which summarised the process and consideration taken by the Joint West Suffolk Task and Finish Group set up to review the Christmas Fayre event held annually in Bury St Edmunds.

1.3 On 18 and 19 April 2018, both St Edmundsbury and Forest Heath Overview and Scrutiny Committees resolved to establish a Joint West Suffolk Task and Finish Group to complete a review of the Bury St Edmunds Christmas Fayre.

1.4 The West Suffolk Joint Task and Finish Group met to discuss the planned approach to the review and to consider the specific areas to be explored. It was agreed that the review would explore the following areas:

- Principle and ownership
- Vision
- Timing and length
- Format and venues
- Type of stalls
- Links to wider economy (retail and tourism)
- Transport and accessibility
- Finance
- Staffing and volunteers
- Safety and Security
- Examples from other places
- Communications and marketing
- Management and resources

1.5 The report summarised the review of the Bury St Edmunds Christmas Fayre and presented a proposed three-year action plan for taking forward the recommendations from the Christmas Fayre Joint Task and Finish Group.

1.6 The report included an introduction; the background to the review; engagement; evidence base and Christmas Fayre review findings and recommendations. Also attached to the report were a number of appendices, namely:

[Appendix A](#) – Christmas Fayre key details document.

[Appendix B](#) – 2015 Christmas Fayre Review Action Plan and progress table.

[Appendix C](#) – Christmas Fayre Engagement/surveys summary document.

[Appendix D](#) - Information from Christmas Fayres held in other places and scheduled of Christmas events in West Suffolk.

[Appendix E](#) – Strengths, Weaknesses, Opportunities and Threats document.

[Appendix F](#) – Proposed Three Year Action Plan.

1.7 The SEBC Portfolio Holder for Planning and Growth informed the SEBC Committee how important it was to ensure the safety of the public at events, and referred to paragraph 5.32 in the report. She explained that the Council had led a table-top exercise to test how all partners would be able to respond in the event of an incident occurring at the Fayre. This unfortunately took place after the Joint Task and Finish Group's final meeting, but raised some important points and hoped the Overview and

Scrutiny Committee would support an additional recommendation arising from the review. This would add the following wording to Appendix F on "Safety and Security" as follows:

"An Independent Peer Review of the Council's Command and Management of the Christmas Fayre and Event Safety Plan is commissioned. This should consider the management and skills / expertise to deliver the roles required, learning and development as well as whether the skills set within the organisations involved are fit for purpose for continuing to deliver the Plan in the future. The recommendations of the review will be considered by the Chief Executive in consultation with the Portfolio Holder for Planning and Growth".

In addition, the Portfolio Holder suggested a further minor change for the purposes of clarity; in Appendix F under "Finance", which states "Contact town centre organisations offering them the opportunity to contribute towards the Christmas Fayre". She proposed that the word "organisations" be replaced with "stakeholders", as this was felt a broader word, which potentially captures all parties who might contribute.

2. Overview and Scrutiny Committee

- 2.1 Both Overview and Scrutiny Committees scrutinised the report in detail and asked a number of questions to which officers duly responded.

In particular the St Edmundsbury Committee discussed the timing and length of the Christmas Fayre; the mix, types and location of stalls, and involving Bury St Edmunds Town Council in future reviews, which led to the Committee suggesting an additional recommendation that:

"An Annual Report on the Christmas Fayre should be presented to the Overview and Scrutiny Committee, and specifically in 2019, to report back on discussions with the Destination Management Organisation and the BID (Our Bury St Edmunds) on willingness; desire of businesses to have/provide additional Christmas stalls throughout the town, over a longer period to create "Christmas in Bury".

- 2.2 Both Committees accepted the proposed amendments put forward by the SEBC Cabinet Member for Planning and Growth, and the Forest Heath Overview and Scrutiny Committee accepted the proposed additional recommendation put forward by the St Edmundsbury Overview and Scrutiny Committee.
- 2.3 The Overview and Scrutiny Committees have put forward recommendations as set out on page two of this report.