
A & I SUPPORT TO COMMON RIDINGS & LOCAL FESTIVALS

Report by Service Director, Assets & Infrastructure

AUDIT AND SCRUTINY COMMITTEE

10 May 2021

1 PURPOSE AND SUMMARY

- 1.1 This report summarises the in-kind support that is provided to Common Ridings and local festivals by the Assets & Infrastructure Service.**

2 BACKGROUND

- 2.1 Audit & Scrutiny Committee requested that a briefing be provided on the in-kind support provided to Common Ridings and local festivals.
- 2.2 The majority of towns and villages in the Scottish Borders hold annual events and parades of one type or another. The scale of these and the Councils involvement varies considerably from small single events in some villages to multiple bigger scale events, often covering considerable distances, in our larger towns.
- 2.3 For each event significant liaison and planning is required in the lead up in order to agree schedules (including route changes) then produce plans and schedules as well as parade plans; signage plans; barrier plans and no waiting plans. In most cases a Temporary Traffic Regulation Order (TTRO) then has to be developed in conjunction with the legal section.
- 2.4 The number of events can fluctuate from year to year but in the last indicative year 2019 there were 134 events associated with Common Ridings and local festivals. In addition, there were a further 81 events ranging in scale from local Christmas light parades to National events such as the Tour of Britain and the Jim Clark Rally; but these have not been considered as within the scope of this report. A summary of the type of event associated with local festivals and the requirements of those events is provided in Appendix A. Please note that this is for indicative purposes only and that this is a working document from which a number of columns have been redacted for data protection purposes.

3 PLANNING & LIAISON

- 3.1 The service is pleased to provide support to local events and communities, albeit this can be quite resource intensive at certain times of the year. It is estimated that in excess of 50% of one FTE A & I Officers time is exclusively devoted to liaising with organisers and preparing schedules, plans and associated TTROs during a 3 month period over the summer months. In addition, to this concentrated period of time, liaison preparation also takes place throughout the year albeit to a much lesser degree.
- 3.2 Once officers have a confirmed date for a specific event they meet with organiser representative(s) to determine requirements discuss any changes to routes etc. from previous years and to agree a schedule.
- 3.3 Officers then produce draft plans and schedules and agree these with event organisers before preparing any necessary TTROs.
- 3.4 Once the TTROs have been drafted and agreed they need to go across to the Council's Legal team for the drawing up of the schedules and for publishing on the national web site "Tell Me Scotland". As an indication the combined time for these activities is typically two to three hours for larger towns and up to an hour for smaller events.
- 3.5 Details and plans of the TTROs are then circulated to the appropriate contact groups for their information. These groups include the emergency services; local Members; local Community Councils; representative groups such as the Road Freight Association and AA; as well as other interested parties.
- 3.6 In addition, to the above a number of the Common Ridings and festivals are of a scale that they are required to go through the multi-agency Safety Advisory Group. This can entail a single or multiple round table meetings to ensure that the event can be delivered in a safe manner. Several Officers from the A & I Department are involved in these meetings along with Emergency Planning Officers.
- 3.7 Officer support time incurred in all the above processes is treated as contributions in-kind by the Council with no re-charge made to the event organisers.
- 3.8 It is no longer a requirement to advertise TTROs for local events in local newspapers; so that direct cost is no longer incurred by the Council.
- 3.9 Other Council in-kind contributions outwith A & I include promoting events and showcasing the area on the Council website and elsewhere. An example of this is the "Return to the Ridings" website which has maintenance and licensing commitments in excess of £3,000 per annum.

4 EVENT & POST-EVENT SUPPORT

- 4.1 In the lead-up to Common Riding and local festival events the Council can be required to undertake additional activities such as general street cleaning, litter collection or grass cutting over and above normal scheduled duties. Post event there is often a similar, or greater, requirement for clean-up and road sweeping; particularly in relation to horse ride-outs. The additional cost to the service of providing these services in 2019 was just over £10,000.
- 4.2 The scale or type of an event frequently requires the provision and placement of cones and barriers to support TTROs and/or assist with traffic management and crowd control. Any equipment provided also needs to be collected again following the event, and on occasion may even need maintenance, adjustment and/or replacement prior to the event. It should also be noted that in order to provide these services it is often necessary to incur overtime.
- 4.3 The cost to the roads revenue budget for supplying resources and materials to support Common Ridings and local festivals was £46,572.54 in 2019 -20. A breakdown of this and the proceeding two years spend is provided in Appendix B. It should be noted that the nature of these events can mean that costs fluctuate from one year to the next.

Approved by

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Signature

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