



Subject:	List of Approved Suppliers for the Provision of Services at Events in Parks & Open Spaces
Date:	9 October 2018
Reporting Officer:	Nigel Grimshaw, Strategic Director of City & Neighbourhood Services
Contact Officer:	Rose Crozier, Director of Neighbourhood Services

Restricted Reports	
Is this report restricted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, when will the report become unrestricted?	
After Committee Decision	<input type="checkbox"/>
After Council Decision	<input type="checkbox"/>
Some time in the future	<input type="checkbox"/>
Never	<input type="checkbox"/>

Call-in	
Is the decision eligible for Call-in?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.0	Purpose of Report or Summary of main Issues
1.1	The purpose of this report is to seek approval from Members to collate a list of approved suppliers for the provision of services at events in parks & open spaces, for use by third party event organisers.
2.0	Recommendations
	The Committee is asked to: <ul style="list-style-type: none">▪ note the contents of the report; and▪ agree to the proposed action outlined.
3.0	Main report
	<u>Key Issues</u>
3.1	As part of the current, internal review of the existing Parks and Leisure Events' Policy, it has become apparent that with the increasing number of events being held in parks, there is a

	<p>need to encourage best practice where third party event organisers are procuring suppliers to deliver services at events. Whilst the Council requires event organisers to submit an event plan, risk assessment, evidence of public liability insurance and other relevant documentation for its approval, there is a growing awareness of health and safety risks around certain activities at events, such as inflatables.</p>
3.2	<p>It is therefore proposed that the Council compiles a list of approved suppliers for the provision of the main types of services at events. These will include provision of marquees, inflatables, fairground rides, climbing wall, petting farms, face painting, balloon modelling, food and musical performances.</p>
3.3	<p>The Council will not be recommending any specific supplier and the purpose of the list is to provide third party event organisers with a city wide list of potential suppliers that meet certain standards. These standards will be developed for each service in accordance with the relevant legislation, best practice and guidance. Suppliers will be encouraged to sign up to the approved list of suppliers on an annual basis and provide evidence of public liability insurance cover and other relevant certification.</p>
3.4	<p>This information will be available on the Council's website from March 2019. Event organisers who wish to stage events in parks will be encouraged to avail of the approved list of suppliers to ensure that their events are managed and delivered in a safe manner. This will also help third party organisers improve the planning of events and will reduce the effort involved on their part in providing documentation and certificates.</p>
3.5	<p>This only applies to events organised by third parties on Council parks, the Council will continue to undertake procurement exercises where these services are required at its Council organised events.</p>
3.7	<p><u>Financial & Resource Implications</u> Officers will be required to compile and manage the list of approved suppliers, following internal consultation with the relevant departments.</p>
3.8	<p><u>Equality or Good Relations Implications/Rural Needs Assessment</u> There are no known implications.</p>
4.0	Appendices – Documents Attached
	None