

REPORT TO THE MEETING OF THE EXECUTIVE 4 MARCH 2020

PORTFOLIO: ENTERPRISE

REPORT FROM: STRATEGIC DIRECTOR

SUBJECT: COUNCIL PROJECTS PROGRAMME MANAGEMENT OFFICE

1 DECISION BEING RECOMMENDED

- 1.1 To note that the ICT Migration Project update will be presented to the meeting of the Executive in July 2020;
- 1.2 To note the progress of the Council led “Beagle Event” Project planned as part of the Discover 2020 festival;
- 1.3 To agree to suspend public car parking charges at Back Lane car park, Rochford for the morning of Saturday 30 May 2020, the date of the Beagle Event.

2 REASONS FOR RECOMMENDATION

- 2.1 The Programme Management Office has oversight of two projects that report to meetings of the Executive: the ICT Migration Project (a GOLD project) and the Beagle Event project (a SILVER project).
- 2.2 The car park at Back Lane, Rochford will be the primary car park for visitors to the Beagle Event. Car parking at this site is fee charging in the morning of Saturday 30 May 2020 but is otherwise free for the rest of the weekend. Removing car parking charges on the Saturday morning will create equality for visitors and ensure that those who choose to visit the event on Saturday morning are not at a financial disadvantage compared to others who choose to visit the event at other times over the weekend.

3 SALIENT INFORMATION

ICT Migration Project

- 3.1 A formal report of the Programme Management Office will be submitted in July 2020.

Beagle Project

- 3.2 The Executive agreed to grant up to £50,000 to RSPB for the installation of new infrastructure at Wallsea Island, which will commemorate the location of HMS Beagle as a coastguard watch vessel and to promote the island as a tourist destination. The Executive also agreed that there should be an opening ceremony on Wallsea Island in May 2020 to recognise the Council’s investment (the “Wallsea Event”).

- 3.3 In addition, the Executive agreed to hold an event at the Freight House in Rochford which would be free to enter for members of the public – the “Discover 2020 – 200 years of HMS Beagle” (the “Beagle Event”).
- 3.4 A project team has been set up to deliver these events. The team is led by the Strategic Director and comprises expertise from:
- Event management;
 - Procurement;
 - Health & Safety;
 - Legal;
 - Finance;
 - Community Engagement;
 - Media & Comms; and
 - Project Management
- 3.5 The project team meets regularly, and a project plan has been created to ensure safe delivery of both events. An Event Management Plan has been created for the Beagle Event because it is a public event. The Event Management Plan has been submitted to the Safety Advisory Group at Basildon Borough Council to ensure objectivity of scrutiny of our plans. The members of the Safety Advisory Group (SAG) have not identified any significant concerns and the general feedback from the Chair of the SAG is expected by 15 February 2020 with minor suggestions. The Wallasea Event is by invitation only and does not require a formal Event Management Plan.
- 3.6 The Beagle Event will take place on Saturday 30 and Sunday 31 May 2020 and free tickets are available from 12 February 2020 from hmsbeagle.eventbrite.co.uk. A date has not been finalised for the Wallasea Event, but it is planned that it will take place in the week commencing 11 May 2020.

4 RISK IMPLICATIONS

- 4.1 The high-level risks are set out on the risk register, which is appended to this report. Operational delivery risks are set out in the Event Management Plan. Budget risks are set out in paragraph 5 below.

5 RESOURCE IMPLICATIONS

- 5.1 The estimated financial envelope for delivering the Beagle Event as reported to Executive in October 2019 was c£15,000. It is anticipated that an additional amount of approximately £1,350 will be required to pay for the hire, transport

and installation of a suitably sized museum show case which will enable the model of the HMS Beagle to be displayed securely at the Beagle Event. Without this it is unlikely that the Council will be able to exhibit the model.

- 5.2 Progress against the £50,000 grant to RSPB for infrastructure works on Wallasea Island are reported separately to Executive via the capital programme monitoring section of the quarterly Financial Monitoring and Performance reports.
- 5.3 Suspension of car parking in Back Lane car park for the morning of Saturday 30 May 2020 will result in a loss of approximately £150.

6 LEGAL IMPLICATIONS

- 6.1 There are no legal implications in suspending the car parking charges in Back Lane. The Council will ensure the appropriate signs are placed on the ticket machines to inform the public.
- 6.2 The event will comply with Health and Safety, procurement and licensing legislation.

7 PARISH IMPLICATIONS

- 7.1 Engagement with relevant parish councils has been a core component of the Wallasea Event and the Beagle Event.

8 EQUALITY AND DIVERSITY IMPLICATIONS

- 8.1 None arising from this report

I confirm that the above recommendation does not depart from Council policy and that appropriate consideration has been given to any budgetary and legal implications.



LT Lead Officer Signature: _____

Strategic Director

Background Papers:-

None.

For further information please contact Strategic Director

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If you would like this report in large print, Braille or another language please contact 01702 318111.

BEAGLE EVENT RISK REGISTER

Version 0.2

Date 11-Feb-20

New Risk added

Treated risked removed likelihood x impact

Risk ID	Description	Inherent Risk	Control/ Mitigating Action	Residual Risk	Action Plan	Target Risk	Owner
Demand Risks							
1	Insufficient demand - notwithstanding free event	9	we will ensure that the event is inclusive for as many audiences as possible and marketed to them effectively	3	we will create and apply a marketing and audience development plan and ensure that we undertake EqIAs where relevant	1	Kelly Redston
			we will ensure that the event is publicised to our identified target audiences	3	we will create and apply a communications and stakeholder engagement plan and ensure that we stick to it	1	Laura Bliss
Delivery Risks							
3	There is extreme weather	10	we will comply with the SAG approved EMP	4	we will complete an extreme weather plan as part of the EMP	4	Angela Hutchings
4	There is an emergency which requires immediate response	9	we will comply with the SAG approved EMP	3	we will complete a contingency and emergency plan as part of the EMP	1	Angela Hutchings
5	poor traffic, transport and parking planning results in harm and/or affects visitor enjoyment	9	We will promote use of Back Lane car park and ensure that the pricing tariff is smoothed for the whole weekend. We will also promote other sustainable forms of transport to the venue.	3	we will ensure directions and methods of transport are communicated to visitors in the lead up to the event and on our digital communications eg. Website	1	Angela Hutchings

6	too few volunteers turn up to the event which leaves us short-handed and results in us canceling some or all of the attractions at the event	15	we will ensure that our use of volunteers is appropriate and proportionate to the attractions they are supporting	5	we will create a volunteer strategy and a plan for their use, linked to the attractions planned, and keep this under review	5	Kelly Redston
7	volunteers and other staff don't know what to do	8	we will ensure that our staff and volunteers are properly trained	3	we will create a volunteer training plan as part of the volunteer strategy	1	Kelly Redston
8	too many visitors attempt to access the event site and/or the attractions at the same time causing over crowding and dissatisfaction	15	we will plan the events so that there are multiple access points where visitors can engage which means flows around the event site can be smoothed; we will ensure staff and volunteers marshal visitors to avoid bottle-necks and excessive queues	3	we will create suggested itineraries so that visitors can plan their visit and so that we can plan flows to avoid congestion; we will create a transport and car parking plan to specifically deal with traffic congestion on site; we will ensure that on-site signage is clear and accessible	1	Angela Hutchings
9	food and beverage vendors don't offer good value or good quality and visitors are disappointed and/or harmed	12	we will ensure the visitor experience is at the heart of the vendor selection and visitors will also be given the opportunity to bring their own food and drink onto site	2	we will create a vendor engagement plan and stick to it; we will ensure picnic areas are available	1	Lauren Quigley
Financial and legal risks							
10	the budget assumptions we have made are inaccurate resulting in pressure on the budget	10	we will take all reasonable steps to accurately estimate item spend and ensure that any procurement or commission arising remains within budget	4	we will create a robust budget and funding plan and keep it under review - socialising it with stakeholders where required;	1	Angela Hutchings
11	we fail to secure sufficient external funding resulting in pressure on the budget	9	we will set a reasonable budget for external funding and have in place a contingency to manage shortfall	1	we will take the budget and funding plan through RDC governance channels to ask RDC to underwrite	1	Angela Hutchings
12	we fail to manage health and safety risks resulting in harm to visitors, staff or volunteers and/or HSE intervention	15	we will ensure that health and safety is designed into our event and its attractions from the very beginning; ensuring that we have the advice of our in-house team; SAG and our insurers	2	we will create a Health and Safety plan to support the EMP and ensure that H&S is embedded into the other project documentation	1	Angela Hutchings

Impact ranges from Insignificant (1) to Very Serious (5). Likelihood ranges from Very Low (1) to Very High (5). The combined scores on a 5 x 5 matrix will give scores ranging from 1 to 25. The scoring will be determined on the basis of the risk owner's opinion of the residual risk after taking account of their perception of the effectiveness of the existing controls.

The scoring matrix is as follows.

Likelihood of risk	Impact of risk	Total risk score (likelihood x impact)
1 – Very low	1 – Insignificant	1 – 6 Low
2 – Low	2 – Minor	8 – 12 Medium
3 – Medium	3 – Moderate	14 – 20 High
4 – High	4 – Serious	Over 20 Very high
5 – Very high	5 – Very serious	