



Policy and Finance Committee

Date: 17 June 2019

Title: Market Policy Updates

Purpose of the Report: To update Market Policies and Procedures.

Contact Officer: Vivien Cannon, Head of Cultural and Economic Services

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| Corporate Objective/s | LLTC Three Year Plan – Aim: 2 - To continue to support a vibrant town through partnership working and initiatives including management of the street market, support for local businesses, town and community promotions and town centre enhancements. | |
| Implications: | | |
| Financial | | |
| Human Resources | | |
| Operational/Service delivery | √ | Operational policy review |
| Procedural/Legal | | |
| Risk/Health and Safety | | |

1. RECOMMENDATIONS

Should members be minded, the proposal are:

- 1.1 To endorse the decision made by the Market Sub-Committee in respects of the Critical Incident Policy.
- 1.2 To endorse the decision made by the Market Sub-Committee in respects of the Trader Disciplinary Policy.

2. INFORMATION

- 2.1 Following a task meeting between officers and traders to review the Market Cancellation Policy, and subsequent discussions with the Market Sub and Cultural and Economic Services Committees, the Market Cancellation Policy was redrafted into two separate policies. These being, Critical Incident Policy and Adverse Weather Policy. The Critical Incident Policy as agreed by the Market Sub-Committee is attached at **Appendix A**.
- 2.5 Whilst there is no wish to 'cancel' or 'close' the market, incidents beyond the control of the Council could dictate that the market does not operate, e.g. acts of God, incidents of building fires in the High Street or terrorist threats. Clear guidance and procedures are given within the policy.
- 2.2 The Adverse Weather Policy is still under review and will be presented to the market Sub Committee in due course for its initial consideration prior to coming

to Committee for final endorsement.

- 2.3 The current Market Trader 'Compliance' Procedure has been utilised on approximately 3 – 4 occasions since it was endorsed in 2015. The most recent use has included a recommendation to review and update the procedure.
- 2.4 The existing Market Trader Disciplinary Procedure is attached at **Appendix B**. When comparing the current procedure with the proposed new one, the overall structure of disciplinary stages for warnings remains the same. The new procedure as agreed by the Market Sub-Committee is attached at **Appendix C**.
- 2.5 There is a new introduction section to help 'set the scene'. It has been reviewed to provide greater clarity and improve consistency of referencing between the stages supporting continuity of its application. The introduction of an 18-month period for keeping final warnings (Stage 4) active is included similar to the Council's own staff policy, to address persistent or serious breaches/behaviours.

(N.B. on the attached Appendix B - 'Blue' highlights indicate 'new' and/or 'rephrasing' – the placement of some elements has been reordered to aid understanding and flow of the contents)

- 2.5 The element of trader grievance procedures has been removed from this procedure and a separate procedure will be created. The procedure was less detailed and will need to be structured more so that it provides clearly staged processes and an opportunity to appeal. A draft will be shared with traders for comment and brought to Committee in due course.

3. CONCLUSIONS

- 3.1 The review means that the Town Council has policies reflective of current thinking and practice.

END