



Cultural and Economic Services Committee

Date: 3 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

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 proposals are;

- 1.1 To endorse the creation of two separate policy documents entitled, Adverse Weather Policy and Critical Incident Policy, thus deleting the single document recently renamed Market Safety Policy.
- 1.2 To recommend that Policy and Finance endorse the Critical Incident Policy and await further development of the Adverse Weather Policy.

2. INFORMATION

- 2.1 Following a task meeting between officers and traders, the Market Cancellation Policy was redrafted and remains in draft format until such time that the Council's new insurers are appointed, and their views sought on its contents. Following receipt of their views, the draft proposed Adverse Weather Policy will be presented at a second task group meeting to gather further feedback prior to being endorsed by the Council.
- 2.2 For reasons set out above, the draft policy was not presented to the Market Sub Committee though reference was made to the draft policy to show intent and an update on work progress for Committee's awareness.
- 2.3 The language of 'cancellation' was challenged by the trader representative during the meeting. Whilst there may be extreme adverse weather that causes the market to be 'cancelled' or 'closed', the general aim being explored is to

keep the market open with alternative operational practices at times of adverse weather. The trader representative felt the word 'cancellation' could impact on trader's application of insurance cover, so Committee sought a compromise. It resolved to rename the Market Cancellation Policy as Market Safety Policy. It considered that it would cover a wider range of reasons for closure and clearly set out the process for managing safety on market days.

- 2.4 The intent is to keep the market open within safe parameters. Officers propose to separate out adverse weather guidelines from the original policy that combined weather and critical incidents thus creating two policies; Market Adverse Weather Policy and Market Critical Incident Policy. This will avoid dilution or confusing broadening of the meaning of any policy.
- 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 on these examples have been separated out into the proposed Critical Incident Policy, attached at **Appendix A**.

3. CONCLUSIONS

- 3.1 The intent is to keep the market open in adverse weather conditions within safe operational parameters. Liaison with traders will be reconvened once initial feedback from the Council's newly appointed insurers is secured on draft proposals.
- 3.2 It is clear there are sensitivities regarding language used in policy documents. The content of a policy will provide clarity of meaning and procedures.
- 3.3 Whilst a balance between language and actual procedures are being dealt with through the proposal for two separate documents, Committee will be aware that overall responsibility for the safe operation of the market remains paramount and will require the understanding and backing of the Council's Insurers.

END