



NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CABINET

REPORT OF

HEAD OF PEOPLE AND ORGANISATIONAL DEVELOPMENT – S REES

20th September 2023

Matter for Decision

Wards Affected - All

Remembrance Parades – Port Talbot and Neath

Purpose of the report:

1. To confirm that the Neath Port Talbot County Borough Council (“the Council”) will act as ‘Event Organiser’ (pursuant to health and safety requirements) for the Remembrance Parades held in Neath and Port Talbot respectively on an annual basis on Remembrance Sunday and to seek approval for a budget allocation to support the events.

Executive Summary:

2. The report is being brought before Members by the Head of People & Organisational Development as Head of Service with responsibility for the Safety Advisory Group (SAG). SAG’s role is limited solely for signposting event organisers to measures which they need to give due consideration to and/or put into place in order to ensure that their events proceed in a safe manner.

For the purposes of these parades, the event organiser, pursuant to health and safety legislative requirements will be the Council. To assist in the discharge of these responsibilities officers from across the Council have

met internally and externally with key stakeholders to co-ordinate activities, reflected in the attached Event Management Plan, attached at Appendix 1. As the event organiser, the Council is responsible for having in place the correct licences, authorisations, plans, risk assessments, and insurance cover etc. for the event.

Background

3. In Port Talbot and Neath there has been a long history of parades being part of Remembrance Sunday events with both being widely supported across the armed forces community.

Port Talbot Remembrance Parade

Until and including 2021, the parade was organised by the Port Talbot branch of the Royal British Legion (RBL). In 2022, following the “Remembrance Parades Policy Update” issued by the Royal British Legion (October 2022) (“RBL”), the Remembrance Sunday event was held in the Talbot Memorial Park with no remembrance parade. The Policy update reminded RBL’s that they “must never organise, pay for or deploy a road closure (TRO). If RBL’s were to be responsible for organising remembrance events there would be no street parades and no road closure(s) unless this aspect of the event was owned by the respective local authority”.

Neath Remembrance Parade

Until 2019, the parade was organised by the Neath branch of the RBL. In 2021, following the closure of the Neath branch, the Royal Air Forces Association (RAFA) branch in Neath organised the remembrance parade along with support from St David’s Church and the Clerk to the Lieutenancy. In 2022, following the closure of the RAFA branch, the remembrance parade was organised by St David’s Church, the Clerk to the Lieutenancy with additional support from staff at the MP for Neath constituency office.

In 2020, there were no events held on Remembrance Sunday due to the Covid-19 Pandemic.

Over the years, support for Remembrance Sunday events has been provided by the Mayor’s Office in its role providing support to civic events across the county borough.

To ensure both these long-standing parades continue as part of Remembrance Sunday events, the council has stepped up to act as the event organiser.

Costs

The estimated costs for the 2023 Remembrance Sunday Parades are outlined below:

Item	Cost
<u>Amberon:</u>	
Port Talbot	£3,763.70
Neath	£6,569.18
Total	£10,332.88
<u>St John's Ambulance:</u>	£560
<u>NPT Costs:</u>	
Barriers / 24 members of staff (marshals) / 6 x transit tippers / 2 x supervisors / 4 x marshal co-ordinators	£5,000
Letter drops to residents	£700
Radios	£500
Contingency	£1,000
Total	£7,200
Grand Total	£18,092.88

Integrated Impact Assessment

4. A first stage impact assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment, attached at Appendix 3, has indicated that a more in-depth assessment is not required due to the decision being the allocation of a budget which regarded as an internal administrative process.

Valleys Communities Impacts

5. No impacts arising from this report.

Workforce Impacts

6. There are no workforce impacts arising from this report.

Legal Impacts

7. As event organiser, the Council will have a legal responsibility, under the Health and Safety at Work Act 1974, to ensure the health, safety and welfare of employees, volunteers or contractors involved in arranging the parades and the public and participants attending. The Council must take all reasonable precautions to ensure the parades take place safely and in compliance with the relevant safety standards.

Risk Management Impact

8. An Event Management Plan has been developed (Appendices 1 and 2) for each parade which includes detail on the risk assessments / health and safety assessments that have been undertaken as part of the planning process for both parades.

Consultation

9. There is no requirement for external consultation on this item. However, during the planning to ensure both events take place, there has been consultation with key stakeholders.

Recommendations

10. It is recommended that Cabinet:
 - i. Notes the Council will act as 'Event Organiser' for the Remembrance Parades held in Port Talbot and Neath respectively on an annual basis on Remembrance Sunday.

- ii. Notes that a contribution from reserves of £18k will be required during 2023/24 to support the Remembrance Parades held in Port Talbot and Neath.
- iii. From 2024/25, approves an annual budget allocation to support the Remembrance Parades on an annual basis on Remembrance Sunday.

Reason for Proposed Decision

- 11. To ensure the long-standing and widely supported Remembrance Sunday parades in both Port Talbot and Neath continue.

Appendices

- 12. Appendix 1 – Event Management Plan Port Talbot
Appendix 2 – Event Management Plan Neath
Appendix 3 – First Stage Integrated Impact Assessment

Background Papers

- 13. None

Officer Contact

- 14. For further information on this report item, please contact:

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