

STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

Cabinet Delegated Decision

30 May 2022

TITLE:	Commonwealth Games - Queen's Baton Relay
PORTFOLIO HOLDER:	Councillor Mark Deaville - Deputy Leader & Portfolio Holder for Leisure and Sports
CONTACT OFFICER:	Angela Dale - Service Development Officer
WARDS INVOLVED:	Leek

Appendices Attached – Queens Baton Relay Approved Route for Staffordshire Moorlands.

1. Reason for the Report

- 1.1 To update the Portfolio Holder for Leisure and Sports on progress on the work undertaken to plan the Queen's Baton Relay event in Staffordshire Moorlands, along with a request to allocate funds to enable this event to proceed.

2. Recommendation

- 2.1 That the Portfolio Holder approves the proposed expenditure to support delivery of the Queen's Baton Relay event as summarised in the report.

3. Executive Summary

- 3.1 Birmingham will host the Commonwealth Games this summer, beginning on Thursday 28th July and ending on Monday 8th August. The Queen's Baton Relay (QBR) is a 294 day journey of the Queen's Baton which visits all 72 nations and territories of the Commonwealth in the lead up to the games. When arriving in the UK, the QBR will visit a number of locations across the country and, more locally, in Staffordshire
- 3.2 Staffordshire Moorlands is privileged to have been selected as one of the areas within Staffordshire that will host a QBR event. Officers have been working with the organising committee over recent months to plan the detail of what a local QBR event would comprise and good progress has been made to date.
- 3.3 The proposed route for the baton around the Staffordshire Moorlands starts with a flotilla of boats sailing the baton down Rudyard lake, moving up to Leek

for a hand to hand relay around the Town Centre and then a climb up the Roaches for spectacular views over the Moorlands. The baton then departs Leek to Alton Towers where it will take part in a roller coaster ride. Work has been undertaken with a wide range of partners, such as Rudyard Sailing and Rowing Clubs and Buxton Mountain Rescue, to facilitate the planned event.

- 3.4 After receiving a final agreement from the organising committee, it has been confirmed that the event in Staffordshire Moorlands will take place on Tuesday 19th July from approximately 4.30 pm onwards and will consist of the three main aspects focussed around the town centre and surrounding areas of Leek.
- 3.5 Officers from the Council's Service Commissioning team are responsible for coordinating a steering group, consisting of internal and external colleagues such as the County Council and Police, which has been established to help oversee the various aspects of the event planning and identifying the expected costs to deliver the event successfully. These meetings have also helped inform the relevant documentation which will feed into an appropriate Safety Advisory Group (SAG) meeting for consideration.
- 3.6 It is estimated that a maximum budget of £25,000 will be required in order to deliver the event successfully. The areas of delivering the event where costs will be incurred are outlined in the list below:
 - Necessary road closures
 - Crowd control measures
 - First aid provision
 - Commonwealth Games merchandise/street dressing
 - Communications equipment
 - PA, staging and compere
 - Transport
- 3.7 As planning for the event progresses, projected expenditure will be monitored carefully to ensure the overall budget is not exceeded. If this process identifies further and significant costs which cannot be managed within the budget outlined officers will highlight this by way of a further report for consideration at the earliest opportunity.
- 3.8 As this event will carry significant public interest, the aspiration in hosting the event is to engage communities within the Staffordshire Moorlands, encourage them to visit Leek on the day which the QBR visits and, by doing so, help to boost the local economy via the increased footfall and secondary spend that will be created as a result.

4. **How this report links to Corporate Priorities**

4.1 The provision of the Queen's Baton Relay event principally supports delivery of- Aim 3 of the Corporate Plan: To Help create a strong economy by supporting further regeneration of towns and villages including the key priorities:

- Sustainable towns and rural communities
- Increased economic growth
- Increased tourism.

5. **Alternative Options**

5.1 There are two options available

1. That the Portfolio Holder approves the allocation of £25,000 to deliver the QBR event within the Staffordshire Moorlands **(Recommended)**

2. Funding to the proposed project is not allocated meaning that the event would not go ahead as proposed **(Not Recommended)**

6. **Implications**

6.1 Community Safety - (Crime and Disorder Act 1998)

Ensuring a safe environment for the QBR to take place for residents, participants and traffic users to the area is essential. Work has been undertaken with partner organisations such as the Police, traffic management and Safety Advisory Groups to limit any perceived risks.

6.2 Workforce

In addition to those staff already involved in the organisation of the event, there may also be a need to consider drafting in further support staff on the day to support as event Marshalls. This would be required in order to ensure the success of the event.

6.3 Equality and Diversity/Equality Impact Assessment

An Equalities Impact Assessment has been completed for this event.

6.4 Financial Considerations

There is no provision made in the 2022/23 budget for costs associated with this event. If approved, funds will need to be found from existing resources via in-year savings or met from general reserves.

Costs for this event are expected to be in the region of £25,000 as detailed in the report.

6.5 Legal

The management of Non-Disclosure Agreements and the Indemnity Agreement with the Commonwealth Games Team and other legal requirements, including licences, will be required to run the event.

6.6 Climate Change

Not applicable.

6.7 Consultation

Consultation with partner organisations has been undertaken as referred to in the report.

6.8 Risk Assessment

Full Risk Assessments will be complied prior to the event.

Executive Director (Governance & Commissioning)

Web Links and Background Papers

None

Contact details

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7. Detail

- 7.1 Birmingham will host the Commonwealth Games this summer, beginning on Thursday 28th July and ending on Monday 8th August.
- 7.2 The Queen's Baton Relay (QBR) is a 294 day journey of the Queens Baton which visits all 72 nations and territories of the Commonwealth in the lead up to the games. When arriving in the UK, the QBR will be visiting a number of locations across the country and, more locally, in Staffordshire.
- 7.3 Staffordshire Moorlands is privileged to have been selected as one of the areas within Staffordshire that will host a QBR event. Officers have been working with the organising committee over recent months to plan the detail of what a local QBR event would be comprised of and good progress has been made to date.
- 7.4 After receiving a final agreement from the organising committee, it has been confirmed that the event in Staffordshire Moorlands will take place on Tuesday

19th July from approximately 4.30 pm onwards and will consist of three main aspects focussed around the town centre and surrounding areas of Leek.

- 7.5 A national announcement regarding the overall route that the QBR will take whilst in England was released to the national media on week commencing 9th May. Leading up to this point, officers have been working under an official non-disclosure agreement to ensure that planning for the QBR is kept confidential, until such time as the organising team were ready for information to be released via a coordinated approach, involving national and local media/communications teams.
- 7.6 Officers from the Service Commissioning team are responsible for coordinating a steering group consisting of internal and external colleagues, including the Communications team, Regeneration, Democratic Services, Staffordshire County Council and Police, which has been established to help oversee the various aspects of the event planning and identifying the expected costs to deliver the event successfully. These meetings have also helped inform the relevant documentation which will feed into an appropriate Safety Advisory Group (SAG) meeting for consideration.
- 7.7 In addition to those staff already involved in the organisation of the event, there may also be a need to draft in further support staff on the day to support as event Marshalls.
- 7.8 The challenge of working within the ever changing parameters of one of the largest sporting events hosted in this country, together with the added complexity of having to develop and work within non-disclosure agreements, has meant that there are some aspects of the event which are still in development. As such, officers have estimated the potential cost implications and these, together with costs that have already been identified, form the basis of the funding request in this report.
- 7.9 It is estimated that a maximum budget of £25,000 will be required in order to deliver the event successfully. The areas of delivering the event where costs will be incurred are outlined in the list below:
- Necessary road closures
 - Crowd control measures
 - First aid provision
 - Commonwealth Games merchandise/street dressing
 - Communications equipment
 - PA, staging and compere
 - Transport
- 7.10 As planning for the event progresses, projected expenditure will be monitored carefully to ensure the overall budget is not exceeded. If via this process further and significant costs are identified which cannot be managed within the budget outlined, officers will highlight this by way of a further report for consideration at the earliest opportunity.
- 7.11 As this event will carry significant public interest, the aspiration by hosting the event is to engage communities within the Staffordshire Moorlands, encourage

them to visit Leek on the day which the QBR visits and, by doing so, help to boost the local economy via the increased footfall and secondary spend that will be created as a result.