
Report To:	Policy and Resources Committee	Date:	27 March 2012
Report By:	Head of Environmental and Commercial Services	Report No:	PR055/12/GM
Contact Officer:	Gerard Malone	Contact No:	712710
Subject:	Olympic Torch Relay - 2012		

1.0 PURPOSE

- 1.1 This report advises on the visit of the Olympic Torch Relay to Inverclyde and proposes arrangements for effective event management.

2.0 SUMMARY

- 2.1 The Council is legally bound by a confidentiality agreement with the London Organising Committee for the Olympic Games (LOCOG) and detailed street level information about the precise route of the Olympic Torch is private and confidential. The Council has been informed that the Relay will involve the communities in Kilmacolm and part of upper Port Glasgow and that LOCOG will be making detailed announcements during mid- March.
- 2.2 The London 2012 Olympic Torch Relay will visit Inverclyde on Friday 8 June 2012 (on day 21 of its 70 day journey around the UK). The Olympic Torch is visiting all Local Authorities within Scotland with the intention of ensuring that all people and communities feel part of the London 2012 Olympics. The route of the relay and the arrangements for torch bearers are all the responsibility of LOCOG. In Inverclyde, the Council will be responsible for event planning around the Relay, for roles involving event management, community engagement, arts and sport, roads and highways planning, environmental health and cleansing and media contact.
- 2.3 This report proposes event management arrangements and asks the Committee to consider an appropriate budget allocation of £26,000 for the event.

3.0 RECOMMENDATION

It is recommended that:

- 3.1 The Committee approves the arrangements in support of the Olympic Torch Relay visit to Inverclyde; and
- 3.2 A budget allocation of £26,000 be approved and that it be remitted to the Project Team to implement the planned delivery.

Gerard Malone
Business Manager

4.0 BACKGROUND

- 4.1 The Council is bound by a formal Confidentiality Agreement and detailed street level information on the route of the Olympic Torch relay is private and confidential. Both the route and the timing of the relay are prescribed by LOCOG. The Relay will visit the communities of Kilmacolm and part of Upper Port Glasgow. LOCOG has a set timescale for making public announcements and street level detail will be released during mid- March 2012.
- 4.2 The London 2012 Olympic Torch Relay will visit Inverclyde on Friday 8 June and the confidential route and relay timescale for the visit have been intimated to the Council.
- 4.3 The Olympic Torch Relay seeks to bring people across the UK together to celebrate the spirit of the games. The Olympic Flame will arrive in the UK on 18 May 2012 and the relay starts on 19 May 2012 for a period of 70 days visiting all regions of the UK. The flame is to arrive in London on Saturday 21 July with the opening ceremony for the Olympics being on Friday 27 July 2012. 8,000 torch bearers will carry the flame on its journey throughout the UK and each torch bearer will carry the flame for approximately 300 metres. The Council has no role in the arrangements for torch bearers or the actual convoy or procession of the Olympic Torch. Security arrangements are tight and the Metropolitan Police is responsible for the Olympic Flame throughout its progress in the UK. The torch relay, accordingly, will have the torch bearer with security runners and a substantial motor convoy with strictly prescribed timescales from area to area. The Relay involves motor convoy transfer between settlements and there will be various lengths of road on which the Olympic Flame will be carried by torch bearers.
- 4.4 Outwith the actual convoy, the Local Authority is the lead body responsible for event coordination, clean up and waste management, event/traffic management, stewarding, supporting PR and marketing activities and media contacts on the local leg of the relay.
- 4.5 LOCOG is asking each authority to set up a community task force to create a community engagement plan and develop and coordinate activities around the relay visit. This will include local engagement and promotion and providing an event safety plan in relation to the passing of the relay through the area and developing a traffic management plan. Membership of the proposed community task force will typically involve a Local Authority lead, local authority representatives with responsibilities across a range of services including event planning, community engagement, arts and sport, roads and highways, environmental health and media together with representatives from the emergency services (police, fire and ambulance).
- 4.6 The Relay provides the Council with an opportunity to plan for an event around the visit and this report proposes event arrangements. There is no set or recommended level of event and it is up to each local authority to plan its own event.

5.0 RELAY: EVENT ARRANGEMENTS

- 5.1 It is difficult to estimate the likely amount of public interest in the relay. It is a once in a lifetime event and it might have significant interest from members of the public. The visit to Inverclyde is on day 21 of a 70 day journey and by that time it is possible the relay will have captured public imagination.
- 5.2 It is hard to estimate with any accuracy the numbers of people interested in the event. In order to establish and control the Council's actions, the Corporate Management Team has suggested that the Council focuses on three elements as part of its initiative:
 - 1) To 'dress' or animate the route through the specific communities visited by bunting, signage and other means in order to provide for footpath utilisation for those persons viewing the torch relay as it progresses with the runners.
 - 2) In order to address the issue of uncertainty in numbers, activities will be focused on Inverclyde Schools and visitor areas will be allocated at certain locations known to be in close proximity with the intended street level detail. By focusing on schools it is

suggested that although the relay event is open to everyone, priority of viewing and allocation of space is given to pupils first and foremost.

- 3) Potentially, subject to discussion, any school's sports day arrangements could be planned around 8 June to ensure that all pupils feel involved even though perhaps only a restricted number from each school is able to be transported to and visit the torch relay event area.

- 5.3 The Council's involvement in the above plan would therefore encompass the provision of traffic management, flags and bunting and specified event areas with suitable provision for event infrastructure toilets etc as required.
- 5.4 Obviously, it is hard to determine spectator numbers and whether the Torch Relay will be seen by the public as a low key event or as a high profile event. However, It is essential for public safety that the Council plans and make sensible provision for visitor attendance.
- 5.5 It is recommended that event planning be conducted on the basis that adequate provision for public safety and public interest has to be made and this can be supported by an intended focus on schools' participation. It may be possible to ask for sponsorship, for example, from local companies to cover the costs of transport for pupils from primary and secondary schools within the area.
- 5.6 In order to be flexible and to plan suitably for the event an internal project team has been established involving a senior responsible officer with colleagues from the services involved. The CMT decided that the Head of Environmental and Commercial Services, Environmental Services Manager (Roads), Corporate Communications Manager, Head of Education, Head of Educational Planning and Culture, Business Manager (Chief Executive's office), an Active Schools representative, and a financial officer be involved. This team is able to liaise with representatives from the Police, Fire and Ambulance organisations. Given the use of and focus on the Council's roads, the Project Team is chaired by the Head of Environmental and Commercial Services as lead officer.
- 5.7 For budgetary allocation, the Project Team sought the views of the CMT on the indicative level or scale of the event that is thought suitable. The Project Team's first task was to set out a project plan with indicative costs for further consideration by the CMT and thereafter submit this report to the Policy and Resources Committee. In view of event profile, the types of costs which will be involved include street bunting, flags, signage, some barriers, site or event infrastructure (toilets etc), street cleansing, rubbish collection, all labour for street dressing, transport costs for schools (if not sponsored), staff time, stewarding and supervision. This report is indicating that a budgetary allocation of £26,000 is needed for proper support of the Relay, mindful of the need to be prepared and flexible for the level of public participation and to safeguard the public.
- 5.8 Separately, for noting, the Olympic Torch Relay date for Inverclyde of 8 June 2012 is preceded that week by the date of the Queen's Diamond Jubilee. In the week following, from 11 June to 15 June 2102, there is the programme for the National Schools' Sports Week and the Torch Relay event will be used to assist locally with the launch of these activities.

6.0 FINANCIAL IMPLICATIONS

Financial Implications – One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
Torch relay	Olympic Torch Relay	2012/13	£26k	N/A	General Fund contingency

Financial Implications – Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A	N/A	N/A	N/A	N/A	N/A

7.0 EQUALITIES

- 7.1 This report promotes the healthy living agenda and deals with event planning available to all residents within Inverclyde and focuses on school children.

8.0 CONSULTATIONS

- 8.1 This report has been prepared in consultation with the Corporate Management Team and with the Project Team involving relevant officers from Environmental and Commercial Services, Education and Communities, Organisational Improvement and Resources, the Chief Executive's office and from Strathclyde Police.