

Review of Festivals – Progress Report

Recommendation	Responsibility	Completion Date/ Anticipated Completion Date	Evidence of Progress	Assessment of Progress (Categories 1 – 4)
<p>1. BIFF management team and Stockton Council's arts management team develop mutual working arrangements similar to that enjoyed by the Technical, Health & Safety and Support Services Group and, where possible, linked and complementary programming to advance both international festivals.</p>	<p>Arts Development Manager</p>	<p>Mutual working arrangements started in April 2006 and ongoing</p> <p>Complementary programming achieved August 2007</p>	<p>The Arts Development Manager has continued to support the BIFF management team, coordinating the further support of other SBC services and helping to strengthen the technical production and safety measures for BIFF. In addition, SIRF Carnival involved BIFF groups for the first time on 07, reflecting the closer working relationship.</p> <p>Success measures: Improved risk assessments for BIFF, and greater profile and image for both festivals achieved through shared programming and promotion.</p>	<p>1</p>
<p>2. Market traders be sent individual written notice to their home or trading address as far in advance as possible stating whether their pitch would be affected and if they would need to be moved or suspended</p>	<p>Head of Culture - obtaining relevant SIRF programme information</p> <p>Town Centre Manager - ensuring distribution</p>	<p>June 08 and ongoing</p>	<p>Written notices were distributed by the Town Centre Manager's team when it was known whether pitches will be affected. All relocated stalls were agreed in advance. However, there is room for further improvement in communication between SIRF Full Group and Market traders and earlier notification of draft layouts.</p> <p>Success measures: Notices sent out and market traders</p>	<p>2</p>

<p>and,</p> <p>notices should be displayed (on an earlier market day when possible) informing people shopping at the market whether their regular stall(s) would be standing or relocated on that market day.</p>	Town Centre Manager	In advance of SIRF 2008 and ongoing	<p>informed.</p> <p>Council Market Officers will work with the stallholders to prepare such notices where the stallholders are willing to display them.</p> <p>Success measures: Notices in place ahead of festival dates</p>	2
<p>3. a written policy be developed and communicated to market traders operating in Stockton to clarify the non-payment of charges due to displacement and an inability to be relocated.</p>	Town Centre Manager	January 2008 and ongoing	<p>Open Market Regulations 2003 contain the policy in regard to this matter. Relevant extracts in relation to displacement of stalls during SIRF to be drawn up. Distributed to market traders through Markets Forum and normal channels.</p> <p>Success measures: Up-to-date copy of regulations distributed to market traders, and discussion at Markets Forum on annual basis if necessary.</p>	2
<p>4. the festival website carries relevant travel information, including telephone numbers, to aid the use of public transport to and from SIRF.</p>	Arts Development Manager	Action started July 2007 and improvement plan ongoing	<p>For the first time, SIRF website offered downloadable information on travel and transport, including bus timetables. However, information was not comprehensive and prominent. Further improvement possible.</p> <p>Success measures: Up to date and relevant information on display.</p>	1

<p>5. SBC engineers and bus operators work together to ensure that both the public and bus crews are advised of diversions during SIRF events and the Carnival parade by providing clear advance publicity and site notices on the days affected.</p>	<p>Arts Development Manager</p>	<p>Action started July 2007 and improvement plan ongoing</p>	<p>Bus operator representatives were invited to join relevant SIRF planning meetings, in order to enable the briefing of bus crews, however they declined to attend. Further information could be included on SIRF web site and in bus stop information screens.</p> <p>Success measures: Clear and accurate information on affected bus services on display on-line and on site.</p>	<p>1</p>
<p>6. any future decisions on substantial changes in financial support to either festival be timely in order to allow successful implementation.</p>	<p>Head of Culture</p>	<p>Action started april 2007 and ongoing</p>	<p>Budget planning and forecasting included in appropriate SIRF and BIFF planning meetings.</p> <p>Success measures: Predictable budget positions for both Festivals, with maximum possible notice of changes.</p>	<p>1</p>
<p>7. further work be undertaken to increase awareness of, and involvement in, the festivals by people from resident ethnic minority communities.</p>	<p>Arts Development Manager</p>	<p>Achieved August 2007 and improvement plan ongoing</p>	<p>Carnival 07 prioritised participation from minority communities, and the main programme included high profile works of particular appeal to the resident South Asian community. Based on our Viewpoint survey, attendance at the festival in the past 3 yrs was higher for BME respondents (62%) than for white/other (44%). Similarly, asked if subsidy represented value for money, BME approval was 86%, white/other was 68%.</p> <p>Success measures: % satisfaction and % attendance amongst BME community equal to or greater than the</p>	<p>1</p>

<p>And</p> <p>the exploration of contacting different groups including overseas students at our universities and colleges including Queen's Campus, Durham University.</p>		<p>Action started April 2007 and ongoing</p>	<p>equivalent for the rest of the population. Achieved in 2007.</p> <p>Durham University Queens Campus have been contacted and meetings are ongoing, however the University has expressed limited interest due to the absence of the majority of their staff and students at the time of SIRF.</p> <p>Success measures: Active involvement of University students in SIRF.</p>	<p>1</p>
<p>8. all publicity material and information leaflets contain details of suitability of events for people with disability as well as identifying location of toilet facilities for disabled people.</p>	<p>Arts Development Manager</p>	<p>Action started July 2007 and improvement plan ongoing</p>	<p>All publicity material reviewed in order to include suitable information for those with disabilities. The 07 literature was reviewed and new information was included for the first time on SIRF website, including maps of drop kerbs, disabled toilets and disabled parking, if any show had been deemed inaccessible or necessitated any warning such as for strobe lighting, that information would have been included in the Brochure and the foldout programme. However, web information could be more prominent.</p> <p>Success measures: New publicity material produced and ready for festival times.</p>	<p>1</p>

<p>9. the Disability Advisory Group become a consultee when considering aspects of the festivals</p>	<p>Arts Development Manager</p>	<p>Target for completion August 2008</p>	<p>The Disability Advisory Group was only initiated earlier this year and has not yet agreed its terms of reference. However, a member of that Group, the Shopmobility Manager, Hailey Perks, was consulted by the SIRF team direct, and through the Town Centre Managers Shopmobility liaison officer Susie Bennet. Susie, a wheelchair user, also visited all SIRF sites to help us consider physical access issues.</p> <p>Success measures: Maximum possible accessibility of the event.</p>	<p>2</p>
<p>10. BIFF give consideration to contingency planning and alternative plans should the weather or other circumstances prevent performances.</p>	<p>Arts Development Manager</p>	<p>Action started June 2007 and target for completion August 2008</p>	<p>Discussions with BIFF management have included encouragement to develop such contingencies.</p> <p>Success Measures: Contingency plans in place for BIFF performances.</p>	<p>2</p>
<p>11. where practicable, Town Hall contents be protected before the rooms are used for SIRF and that SIRF be held responsible for returning the Town Hall to an acceptable standard immediately following the conclusion of the festival.</p>	<p>Arts Development Manager</p>	<p>Complete august 2007</p>	<p>Greater care was taken in the selection of Town Hall spaces for different uses during SIRF 07, vulnerable surfaces were protected and more robust cleaning and inspection regimes were adopted.</p> <p>Success measures: Clean, tidy and undamaged Town Hall returned to normal use within 48hrs of Festival finale.</p>	<p>1</p>