

APPENDIX 1
Action Plan – Review of Billingham Event Infrastructure

No.	Recommendation	Proposed Actions/Progress	Success Measures	Responsibility	Date
1.	For any potential future accommodation site solutions, BIFF need to fully consider the wellbeing of the performers, as well as their responsibilities around health and safety that have been outlined as part of this review.	BIFF are required to evidence compliance with this recommendation in the event plans for 2018.	Acceptable plans approved by Independent Safety Advisory Group (ISAG)	BIFF	July 2018
2.	In order to create safe temporary accommodation for its performers, BIFF should consider all elements within the summary of estimated infrastructure costs for various accommodation options devised as part of this review (including the sums of money emerging as part of this analysis). As a key contributor to the festival, SBC should satisfy itself that these requirements are being met.	BIFF are required to evidence compliance with this recommendation in the event plans for 2018.	Acceptable plans approved by Independent Safety Advisory Group (ISAG)	BIFF	July 2018
3.	Due to the likelihood of increased accommodation costs following the loss of the former Campus School sports block, BIFF may wish to build on existing, and identify new, funding streams that could assist them in providing appropriate accommodation solutions.	BIFF are required to evidence compliance with this recommendation in the event plans for 2018.	Acceptable plans approved by Independent Safety Advisory Group (ISAG)	BIFF	July 2018

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4.	Subject to funding streams becoming available, BIFF and SBC should further explore the feasibility of using either John Whitehead Park or Sidlaw Road (former college site) as accommodation site solutions, and in the event that neither is suitable, should identify and explore potential solutions across a wider geographical area.	SBC Events, Land & Property and Health & Safety Officers to work with BIFF to test the feasibility of the sites and identify the preferred site.	Confirmation of a suitable site	BIFF SBC (Events, Land & Property, Health & Safety)	May 2018
5.	As an advocate of BIFF, and in recognising the benefits it provides for the town of Billingham, Billingham Town Council may want to consider enhancing its role and financial contribution in supporting the festival's future sustainability.	Billingham Town Council to be asked to consider their potential contribution to BIFF for 2018 and beyond	Feedback from Billingham Town Council on their position in relation to future contributions to BIFF	SBC (Democratic Services)	April 2018
6.	BIFF should ensure that any future accommodation site is overseen by suitably qualified personnel at all times, including during construction and deconstruction phases.	BIFF are required to evidence compliance with this recommendation in the event plans for 2018.	Acceptable plans approved by Independent Safety Advisory Group (ISAG)	BIFF	July 2018

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7.	There is limited scope to reduce the accommodation costs by reducing the scale or duration of the event in a single year due to CIOFF requirements. In principle, BIFF could consider the frequency of the event in order to reduce the annual burden of the infrastructure costs.	BIFF are required to consider the frequency of the event.	Financially viable festival.	BIFF	