



Leicester
City Council

Celebrating culture and cultures

**A CONSULTATION PROGRAMME FOR
THE FESTIVAL & EVENTS STRATEGY
For LEICESTER CITY COUNCIL**

Consultation programme for the Festival and Events Strategy - Celebrating Culture and Cultures

Key: Sylvia Wright (SW); Lisa Cattnach (LJC); Richard Watson (RW); Liz Blyth (LB); Margaret Shutt (MS); Lucia Chaplin (LC)

First Stage Principles *Consultation*

Actions/ Methodology	Person Responsible	Who/What will be involved	By (date)
Submit Festivals and Events Strategy – Consultation Draft to Cabinet to seek approval to consult on the Festivals and Events Strategy - Consultation Draft and to approve the consultation programme.	SW	The paper recommends: – Approval of the Festival and Events Strategy - Consultation draft for consultation – Agree in principle to the development of a revised festivals and events programme over the next 3 – 5 years in support of the strategy, subject to consultation – Approval of the consultation programme – Agreement to receive further reports in October and November following further consultation	25 July 2005

Actions/ Methodology	Person Responsible	Who/What will be involved	By (date)
Letter (Appendix H) to be sent to a targeted mailout with questionnaire attached supported by key sections of the Festivals and Events Strategy	SW	– All festival and event organisers affected by Festival and Events Strategy – Relevant art organisations and key stakeholders – Partners including Cultural Strategy Partnership	Send out following agreement by Cabinet to consult on the Strategy date proposed 26 July ¹
Festivals and events organisers we currently fund will receive an extended questionnaire in order that they may submit evidence in support of their festivals and events meeting the proposed criteria			
Press release to announce Leicester City Council consultation on the Festivals and Events Strategy to ensure interested parties not written to can still contribute	LC	– Leicester Mercury – Other local media	26 July 2005

¹ Dependent on decision by Cabinet on 25 July to consult on Strategy as it currently exists

Actions/ Methodology	Person Responsible	Who/What will be involved	By (date)
Post the Festivals and Events Strategy on leicester.gov for wider interest and comment	LJC	– www.leicester.gov.uk	26 July 2005
Consult with Cultural Strategy Partnership and wider focus group with an interest in festivals and events	SW, MS, LB	– Cultural Strategy Partnership and wider group with interest in festivals	August 2005
Circulate press release to remind anyone who wishes to comment on the Festival and Events Strategy will need to have their response in before the deadline on 18 August 2005	LC	– Leicester Mercury – Link – Other local media	8 August 2005
Closure of 1st stage consultation on Festivals and Events Strategy	SW, LC	– Acknowledge response of all written submissions and thank festivals and events organisers for their time taken in responding to the Festival and Events Strategy. – Outline what will happen next, and when they will be consulted again on the implementation of the Festival and Events Strategy	18 August 2005

Analysis and Recommendation

Actions/ Methodology	Person Responsible	Who/What will be involved	By (date)
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Actions/ Methodology	Person Responsible	Who/What will be involved	By (date)
All returns to be collated and responses summarised in a report	LJC	– Comments from festival and event organisers currently supported to be identified separately from general interest comment	26 August 2005
Information provided by festival and events organisers on how they meet the proposed criteria to be used to score the festivals and events along with existing knowledge and information held by Festivals and Events Unit	LJC, SW, MS	– Festival and event organisers who currently receive some funding from Leicester City Council to support their event	26 August 2005
Findings of the questionnaires and consultation will be used to change/improve Festivals and Events Strategy. Headline findings to be summarised as part of Report to Cabinet	SW	– Strategy to be amended in light of 1st round of consultation Report to Cabinet will set out principles and proposed future programme for 2006/07 – 2008/09	2 September 2005
(Cabinet report with amended Strategy) to DMT	SW, RW	– Submit to DMT and amend following discussion	2 September 2005

Actions/ Methodology	Person Responsible	Who/What will be involved	By (date)
Consult with Cabinet Lead on Cabinet Report with amended Strategy	SW, RW	– Submit to Cabinet briefing	6 September 2005
Revised Festival and Events Strategy finalised. Report submitted to Cabinet	SW, RW	– Cabinet requested to agree the revised Festivals and Events Strategy and Action Plan devised to achieve the implementation along with the intended programme, subject to consultation with festival and events organisers directly affected by the review	13 September 2005
Cabinet meet and receive Report	Cabinet Members	– If Cabinet agree, 2nd stage of consultation to commence immediately	3 October

Stage 2 Implementation
Consultation

Actions/ Methodology	Person Responsible	Who/What will be involved	By (date)
Communications Unit to be prepared following the submission of Cabinet Report before letters are circulated to festival and events organisers to assist in handling media	LC	– Communications Unit to be kept up to date. Agreed press/comments in advance of letters	13 September 2005
Second stage of consultation in letter format to festival and events organisers we currently fund explaining that we now wish to consult with them on the implementation of the Festivals and Events strategy as it may have an impact on their organisations	SW	– Consultation with festival and events organisers currently funded on the implications of implementing the Strategy	4 October 2005
Prepare Report for Cabinet outlining the consultation to date. Remind Cabinet of Festival and Events Strategy approved in principle (if agreed on 3 October)	LJC, SW	– This report will outline the process to date, informing Cabinet that the comments of festivals and event organisers affected by the review will only be made available in the Cabinet meeting	October 2005

Actions/ Methodology	Person Responsible	Who/What will be involved	By (date)
Close of 2nd stage of consultation on Festivals and Events Strategy	SW	– No more comments to be accepted for consideration by Cabinet after this date	1 November 2005
All returns to be collated and responses summarised in report	SW, LC	- Write report	4 November 2005
Consultation with DMT on 2nd Stage consultation paper to be tabled at Cabinet	DMT	– This paper will be tabled at Cabinet and will summarise festival and events organisers comments and officers response and any impact or change recommended to the Strategy resulting from second stage consultation	8 November 2005
Cabinet meet	Cabinet	– To consider festival and events organisers comments, officer recommendations and any changes proposed to the Festival and Events Strategy, which was agreed in principle by Cabinet on 3 October (if agreed)	21 November 2005

Stage 3 *Consultation*

Actions/ Methodology	Person Responsible	Who/What will be involved	By (date)

Actions/ Methodology	Person Responsible	Who/What will be involved	By (date)
Final letters to festivals and events organisers affected by the Festival and Events Strategy giving summary of Cabinet decisions and giving organisers a final chance to respond to the decisions made	SW	– Festival and events organisers and any other parties expressing an interest in further consultation in the Strategy	24 November 2005
Final comments to be collated and prepared in a final report for Cabinet members	LJC, Cabinet	– Incorporate into Budget Strategy	8 December 2005