

Funding arrangements for Notting Hill Carnival 2018.

At the Strategic Partners Group (SPG) meeting of 8th September 2017:

Following the above operational discussions and feedback from the wider Carnival community, the public agencies who support and fund elements of Notting Hill Carnival, confirmed that, they must see real improvements for a safer Carnival next year. There is also an aspiration to see a more artistic event that continues to celebrate the important historical and cultural aspects of Carnival.¹

The previous funding agreement ran from 2015 – 2017 and a new one needs to be put in place for 2018. The agreement sets out the funding requirements and statutory agencies' expectations for the organisers of the 2018 Notting Hill Carnival aimed at delivering a safer Carnival. These requirements are subject to a final formal decision from the Leader of Kensington and Chelsea Council. The final funding agreement will also include the Royal Borough of Kensington and Chelsea's standard terms and conditions for funding.

The proposed funding agreement requirements have been published for reasons of transparency, and have been developed in response to:

- The recent residents survey on Notting Hill Carnival (which ran from 30 October – 26 November 2017)
- Community feedback meetings including Reclaim Our Carnival meeting on 25 September 2017 and the public meeting on 30 October 2017
- Agency Hot Debrief on 8 September 2017
- OSPG debrief on 4 October 2017
- Strategic Partners Group Workshop on 13 October 2017
- Debrief meetings from the 2017 event
- Recommendations from the Movement Strategies report 2016 and 2017.

£100,000 of funding is available from the Royal Borough of Kensington and Chelsea to support the organisers of Notting Hill Carnival 2018 to deliver a safer Carnival. Further funds may be available from other public agencies subject to satisfactory event plans.

Notting Hill Carnival 2018: requirements summary

The following requirements have been drawn up in response to the various agency debrief meetings and community meetings following Notting Hill Carnival 2017.

The funding agreement for 2018 will require the organisers to be accountable to the wider Carnival community and statutory agencies to deliver detailed plans for the Notting Hill Carnival 2018 that cover the following functions:

1. Governance, Finance and Legal

1.1. Strategic overview of the event

¹ Notes from SPG meeting on 8th September

https://www.london.gov.uk/sites/default/files/2017_09_08_nhc_strategic_partners_-_note_of_meeting.pdf

- 1.2. Qualifications of Directors: Directors all able to demonstrate proven track record of their exercise of Companies Act duties (as applicable) and their suitability for the role.
- 1.3. In a governance statement, confirmation of how the election or choosing of board members, arena leads, directors and advisors will be made for 2018 and beyond, to assure that public authorities' support and facilitation is optimised for Carnival, local communities, participants and performers;
- 1.4. Financial transparency, in particular, filing of full accounts and an end to small companies exemption under Companies Act (if applicable)
- 1.5. Budget Management
- 1.6. Financial plans for 2018 and beyond for the public agencies alongside the local community, that provision is made for Carnival's creative art direction and the safety of the public, participants and performers
- 1.7. Management of supplier and personnel contracts, including training programmes
- 1.8. A governance structure that provides oversight and responsibility for all roles identified as part of the Carnival's management structure
- 1.9. Confirmation of feedback mechanisms to Strategic Partners Group and Operational and Safety Planning Group, and attendance at multi agency operational meetings
- 1.10. Confirmation of lines of decision making throughout the year and assurance that the "on the day" structure and channels of liaison and communication are robust.

2. Marketing and Communications

- 2.1. Communications expertise and facilities with clear year-round channels to key stakeholders including carnivalists, residents (including those most affected by the Carnival), non-carnivalists, local businesses and visitors
- 2.2. Demonstrate how messages, information, and intent in planning to facilitate the event will be relayed in 2018, received and understood and acted on by the local community, performers, participants and public
- 2.3. Sponsorship approach and plan
- 2.4. Engagement plan with the local community through meetings, social media and agency networks, including a series of local resident meetings highlighting what's happening this year providing an opportunity for issues to be raised and solutions found.
- 2.5. To ensure internal communications with all bands, sound systems and Carnivalists takes place and is acted upon
- 2.6. A published strategy and plan for all Carnival Weekend public communications

3. Operations

- 3.1. Planning assumption is that security and safety planning criteria remain the same as 2017 and that the operational issues and challenges identified in debriefs from Carnival 2017 are addressed, with a particular focus on the Carnival procession.
- 3.2. Provide comprehensive Event Management for all aspects at the event (in 2017 this was the Judging Zone, World Music Stage on Powis Square, Panorama on Emslie Hornimans, the opening ceremony and static sound systems) covering as a minimum:
 - 3.2.1. detailed event plans,

- 3.2.2. method statements,
- 3.2.3. risk assessments and risk management approach,
- 3.2.4. insurance and licences
- 3.2.5. contingency planning,
- 3.2.6. safety planning,
- 3.2.7. artistic excellence,
- 3.2.8. “on the day” structure and channels of liaison, ELT representation, and lines of decision making
- 3.2.9. statutory agency requirements, including timely applications for licences, the response to 2017 debriefs and Movement Strategies Report 2016 and 2017 recommendations (available on request),
- 3.2.10. The plan should also outline how the Children's Day will be reinigorated as requested by the community.
- 3.3. Co-ordination of the arenas to deliver a safer Carnival
- 3.4. Demonstrate commitment and plans for consistent presence throughout the year, including in February and March 2018 (which have been periods in the past for which attendance has paused planning, considerably reducing planning time and has contributed towards miscommunication)
- 3.5. To provide a detailed debrief statement post Carnival highlighting issues important to Carnival's future success and is separate from the information provided in the public authorities' debrief

3.6. Stewarding and Crowd Dynamics

- 3.6.1. Provision of stewarding plans, to include local stewarding opportunities and integrated with a well developed volunteering programme, a training programme for local stewards and the resources to apply in a timely manner for a grant to cover the cost and management of the stewarding contract
- 3.6.2. Demonstrate understanding of the Movement Strategies report 2016 and 2017 recommendations and all the actions arising
- 3.6.3. Review Sound System locations in light of the new licensing policy in RBKC
- 3.6.4. Review stewarding at Sound Systems and of bands
- 3.6.5. Full review of procession route and access points

3.7. Bands and Route Support

- 3.7.1. Manage the administration of all bands
- 3.7.2. Manage float passes including the co-ordination and provision of information requested by the police including and timescales stipulated
- 3.7.3. Manage and carry out health and safety briefings to all bands
- 3.7.4. Band liaison – including on the day contact details for contactable person(s) and GPS tracking functioning
- 3.7.5. Document and agree diversion and contingency routes and demonstrate how these affect Carnival management and local impact on the day

3.8. Production support

- 3.8.1. Provide assurance of how structures on the footprint are safe and signed off
- 3.8.2. Confirmation of all key contacts for the event

- 3.8.3. Confirmation of administration support for sound systems, including attending BASS meetings and producing plans for sound systems
- 3.8.4. Provide information and radio communications that support and assure internal and external parties' actions on the day

4. Community Engagement

- 4.1. Comprehensive year round community engagement plan with key stakeholders including carnivalists, residents, non-carnivalists, local businesses, and visitors.

5. Development and Partnerships

- 5.1. To demonstrate efforts to raise further support in kind and cash for 2018 (excluding the public agencies) and forward plans explaining how opportunities for 2019 and beyond will be maximised

Timeliness

The Carnival 2018 planning period should start in mid-September to avoid the missing of grant deadlines and emergency release of any monies, plans will need to rectify timelines. Funding is subject to the Council's discretion and delivery of the above information by the following key dates:

Expression of Interest	By 5pm on 19 January 2018
Evaluation of Expressions of Interest	By 24 January 2018
Informal Confirmation of Funding Arrangement subject to formal decision by the Leader	26 January 2018
Draft Plans circulated to OSPG	9 February 2018
Draft Plans considered at OSPG	14 February 2018
Final plans submitted subject to table top contingency planning exercise	13 June 2018

Expression of Interest

Please provide an expression of interest which addresses the following points by **5pm on 19 January 2018** and submit to carnival@rbkc.gov.uk

1. Details of organisation, biography of directors confirming suitability for the role, recent audited accounts and organisational structure.
2. Project timescales and milestones.
3. For each of the five functions listed (Governance, Finance and Legal; Marketing and Communication; Operations; Community Engagement; Development and Partnerships) state how you will achieve the requirements set (as a guide, please work to a maximum of 1,000 words per function).