

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Housing, Environmental and Economic Development

Community Participation Committee: 17 August 2011

Subject: Management of Events

1. Purpose

- 1.1** The purpose of this report is to provide Members of the committee with an update on the management structure and designations of staff within Leisure Services following integration with the former Halls and Events section.

2. Background

- 2.1** Prior to a departmental restructure in 2010, the Halls and Events Section was responsible for the operational management of community facilities, operation of the Crematorium, administration of burials and cremations and responsible for managing the Council's annual events programme.

3. Main Issues

- 3.1** In 2010 a restructure of the Housing, Environmental and Economic Development department took place.
- 3.2** As part of this restructure the Halls and Events section ceased to exist and functions of the section were transferred to other sections. Event management was integrated into the Leisure Services Section.
- 3.3** The Leisure Services Section including events and community facilities is managed by the Leisure Services Co-ordinator
- 3.4** The senior officer responsible for events is Ronnie Dinnie, Head of Neighbourhood Services with the operational delivery being carried by Fiona McGuigan, Leisure Services Co-ordinator.

4. People Implications

- 4.1** There are no people implications associated with this report.

5. Financial Implications

- 5.1** There are no financial implications associated with this report.

6. Risk Analysis

- 6.1** No risk assessment was necessary to accompany this report.

7. Equalities, Health & Human Rights Impact Assessment

7.1 An Equalities Impact Assessment is not required in relation to this report.

8. Conclusions and Recommendations

8.1 This report highlights recent changes in the Housing, Environmental and Economic Development departmental structure and gives details of the Lead Officers within HEED for Events.

8.2 Committee Members are invited to note the content of this report.

Elaine Melrose

Executive Director of Housing, Environmental and Economic Development

Date: 30 June 2011

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Appendix: None

Background Papers: None

Wards Affected: All7