

## **GARDEN LOBBY PHOTOCALLS**

### **Executive Summary**

1. The purpose of this Paper is to seek the SPCB's views and agreement on the future management of Member-sponsored Garden Lobby photocalls.

### **Issues and options**

2. Member-sponsored photocalls currently take place on an ad-hoc basis and their management is not formalised, falling neither to the Events and Exhibitions Team, the Media Relations Office or any other parliamentary office.
3. Photocalls typically take place on a Wednesday or Thursday at lunchtime on the steps of the Garden Lobby with the majority taking place immediately after First Minister's Question Time. This has raised a number of issues in the past which have been exacerbated since the start of the new session. As the photocalls are not managed and organisers are often left without guidance they can often be under resourced in terms of staff and cause disruption and obstruction in the Garden Lobby and on the Garden Lobby steps.
4. There is also currently potential for two organisations or more to be holding photocalls at the same time causing issues with the Garden Lobby area at a time when it is already very busy with Members and building users. In addition obstruction caused by photocalls in the Garden Lobby has raised some Health and Safety and equalities concerns, as the area at the bottom of the stairs can become very congested.
5. To provide a professional service to organisers, and Members, and to ensure that they achieve their objectives and at the same time minimise the disruption, obstruction and Health and Safety issues, it is proposed that photocalls be managed by the Events and Exhibitions Team in the same way as Member-sponsored events and exhibitions are. Criteria for photocalls should be formalised and slots established.
6. We would want to keep bureaucracy and changes to a minimum so recommend that all organisations wishing to hold a Member-sponsored photocall complete the current Event and Exhibition Request Form. This will require organisations to secure Member sponsorship and make sure that the photocall meets the criteria for Member-sponsored events and exhibitions. Members would be invited to attend the photocall by the sponsoring Member as they are for Member-sponsored events.
7. To maintain flexibility and in line with Member-sponsored events, there will be a number of photocall slots offered to Members. Whilst photocalls can take place in other areas of the building we will limit the number of photocalls in the

Garden Lobby on Wednesdays and Thursdays to one a day, suggesting slots outwith the busiest periods. Photocalls will generally use the right hand side of the Garden Lobby steps as you descend or the Members' Garden area. Event Assistants would be available to provide extra assistance. The information about the photocalls would appear in the weekly Events and Exhibitions Bulletin so all Members would be aware of what is happening when.

8. This approach will ensure that photocalls are better managed, organised and resourced and hopefully cause minimum disruption to Members and other building users while allowing organisations to engage with Members and achieve their objectives.

### **Governance issues**

9. Health and safety and equalities issues have been considered within the actions detailed within this paper. Discussions with the Equalities and the Health and Safety Managers have concluded that this will promote ease of/safe access for building users.

### **Publication Scheme**

10. This Paper can be published.

### **Next steps**

11. Once approved the Events and Exhibitions Team would email all Members to inform them on the proposed changes with immediate effect and then manage Member-sponsored photocalls going forward as necessary.

### **Decision**

12. The SPCB is asked to consider this paper and agree that Member-sponsored photocalls are managed in a similar way as Member-sponsored events and exhibitions and that organisations are offered specific slots as set out above.

**EVENTS AND EXHIBITIONS TEAM**

March 2012