



ASST 68187/2  
SEC 11 FEB 1998  
CENT SEC

**Memo**

From: Linda Brown  
CPMU

Your ref:

Our ref:

Tel: (5)41180

Date: 10 February 1998

To: Members of the Stormont Marketing Board

cc:

*Mr Deane WD12/2*  
*The access policy paper*  
*is far too vague on key*  
*points. I'd welcome*  
*you views on this & any*  
*other aspects of the*  
*paper or other agenda.*  
*LB*  
*11/2*

**DEVELOPING THE STORMONT FACILITY:  
MEETING TUESDAY, 24 FEBRUARY 1998**

1. I attach an agenda and papers for the first meeting of the Marketing Board at 11am on 24 February in my office.
2. I think we might assume that the meeting could take about 2 hours, given the length of the agenda. We have some important issues to agree if we are to keep pace with the timetable which is emerging for key events.
3. The Secretary of State is likely to be making an announcement on a major concert which will take place towards the end of May in the Stormont Parklands, and she has indicated that she wishes to have a significant media event surrounding the opening of the History Exhibition.
4. I think it is important therefore that we take a short time at the beginning of the meeting to have a presentation on projects currently in hand and their timetable, so that we can go on to discuss security implications and a wider marketing programme.
5. Should anyone wish to add further items to the agenda, please let my secretary know in advance of the meeting.

LINDA BROWN

Enc

*P.P. P2 Let CRAIG*  
*know if you require*  
*C/PARKING SPACE*



**AGENDA FOR STORMONT MARKETING BOARD MEETING: -  
11 AM, 24 FEBRUARY 1998, ROOM 704, CLARENCE COURT**

- 1            Report on Projects                                 Mrs Brown/Mr Bull
  
- 2            Role and Membership of the  
Marketing Board
  
- 3            Access Policy, Paper 1 (attached)                 Mrs Brown
  
- 4            Marketing Plan, Paper 2 (circulated                 Mrs Brown  
on 19 Jananuary 1998)
  
- 5            Staffing issues
  
- 6            Any Other Business



## ACCESS AND SECURITY POLICY FOR PARLIAMENT BUILDINGS AND THE STORMONT PARKLANDS

1. This paper sets out the broad parameters of access policy for both Parliament Buildings and the Stormont Parklands and highlights key issues for discussion by the Marketing Board.
2. In view of the substantive input required from Marketing Board Members, the paper should be regarded as an outline draft and will be further refined after the Marketing Board meeting on Tuesday, 24 February.

### Background

3. The Secretary of State instructed the DOE to develop a programme to improve public perception and the image of Parliament Buildings and the Stormont Estate. An outline programme, consisting of a range of projects has been endorsed by Ministers.

The objective is to make the Stormont facility more acceptable, accessible and attractive to an increasing number of people (especially young people) from all sections of the community in Northern Ireland.

4. Mr Semple, wearing his hat as Head of DFP Security, wants to be assured that there is a proper fit between any new access policy and security arrangements and has indicated that he would wish to write to the Secretary of State setting out new access proposals and obtaining Ministerial guidance on any sensitive issues.

*not just  
security  
considerations*



## Key Considerations

5. In framing a new access and security policy the following should be taken into account:-
- 5.1 the Secretary of State's wish to do many new things quickly, to see results and to dispel the stuffy atmosphere associated with Stormont;
- 5.2 the need to ensure appropriate security arrangements in the next context. The recommendations of Asst Chief Constable Tim Lewis were set out in his paper dated 25 September 1997 and provide a security framework within which the access policy can be developed. Although Asst Chief Constable Lewis's paper gave the go ahead to progress with a whole range of projects, including concerts in the Parklands and events inside the building, more work needs to be done on the detail of security measures relating to both vehicle and people access;
- 5.3 while acknowledging that access to and events at Stormont can be politically sensitive and that fine judgements will need to be made in a number of cases about people, entry and events, it should be acknowledged that we have not been asked to develop rocket science and that there is much experience to build on from access to other key buildings, both in London and in Dublin. (Fact finding visits have already been carried out.);

*Key's key.*

*What has been gleaned?*



5.4 there is a need in developing policies to keep bureaucracy to a minimum since the Secretary of State wants access to be as simplified as possible;

5.5 Ministers have agreed that for any events which are mounted costs should be recoverable;

meaning what?

5.6 there is a strong link between access policy and operational issues and further work will need to be done to make sure that there is a match between the two;

- restoring grounds included?

Gerry

5.7 Secretary of State has indicated that the building should not be used by political parties until after there has been a political settlement. [by implication, this would include political rallies or other events which might be perceived to have a political flavour];

5.8 local residents have indicated some opposition to the mounting of major events in the Parklands and are particularly concerned about parking and traffic control issues associated with greater opening up of the Parklands; and

Not to mention disruption to staff.

5.9 complicated issues need to be resolved quickly given the pace at which projects are developing.



## **.The Elements of an Access Policy**

6. There are 3 main areas for consideration:-

- access to Parliament Buildings for - staff, tourists and those attending events;
  - access to the Parklands for major concerts and other events (children's play park, educational tours etc); and
  - a policy for judging the suitability and acceptability of proposed events.
- 

7. These issues can be addressed under the following headings:-

### **Who can access?**

7.1 As stated earlier, the Secretary of State has indicated that the building should not be used by political parties. We can take it that this proviso applies to the Parklands as well. It should be possible to develop a 'who can access' policy by exception - ie with the exception of political parties, all others are eligible. The list of users would be wide and the following headings are illustrative:-

staff;

public sector organisations and employees;

school children and teachers;



charities;  
tourists;  
professional bodies;  
trade unions;  
security services.

private individuals?  
wedding parties on the plateau?  
- inextricably linked with  
suitability + acceptability

(Some discussion needed on security services, marching and loyal orders etc).

### How Can Access be arranged?

7.2 Events both within the building and in the Parklands can only be arranged through a central booking system. A central booking system will be established linked to both DFP Premises Officer and to catering arrangements. The Booking Officer will be instructed to take advice from Central Secretariat, NIO and Security for 'sensitive' bookings.

+ DOE for grounds?

Tours will be restricted to pre-determined times.

### **Key Issues**

7.3 There will be considerable interest from anyone visiting the building in seeing the Senate and Commons Chambers and perhaps looking at the History Exhibition. Can we arrange for this type of 'look and see' approach for those who may be in the building for lunch, for an event or who arrived for meetings and who have some free time?

act as  
↑ need someone to guide people  
- who pays for this?

Parklands  
booked  
?

get the H' board  
guidance.

who decides what  
'sensitive' is?



What type of events can take place?

*What about other outside events?*

7.4 Key criteria for concerts have been set out as follows in Linda Brown's note of 6 February 1998 to PS/Secretary of State:-

- a big name.
- considerable PR (especially international).
- the concert should run on commercial runs.
- high quality and in keeping with the surroundings.
- a need to ensure that the Stormont Parklands can be fully restored following any event.

7.5 Criteria for events inside the building can be developed. The criteria for events at Hillsborough Castle may be useful (Doreen Brown to advise) but in view of the variety of function rooms available in Parliament Buildings, a wide range of events may be possible - concerts, receptions, debates (Senate Chamber), charity gatherings etc. [Further work is needed in this area.]

?

*Dead right - but not by me!*

*Sponsorship?  
Advertising?*



## Access and Security issues: inside the Building

7.6 There has been some debate on the need for a dress code inside the building and the wearing of badges and emblems. The Marketing Board will wish to debate both these issues in the light of fact-finding tours to other buildings. It should be borne in mind that the Secretary of State has an informal style and is unlikely to approve a code which would mean that people 'inappropriately dressed' would be turned away at the door.

7.7 Access for staff and visitors needs to be clarified. One proposal is that staff, official visitors and contractors enter by the South entrance and all other visitors are directed to a Reception/Welcome centre, formerly the old Post Office.

Those attending functions will have their names checked off against a list. Those not listed will need to be cleared by the organiser.

7.8 Tour Group Security: each tour group will be limited in number and will be entitled to visit specific rooms in the building only. Tour guides will be present. All staff, official visitors and contractors will wear a pass.

7.9 Security Search: members of the public will be invited to submit bags, brief cases and packages for search. No body search will be



applied. At the end of each day there will be a full search of all public areas.

*by whom?*

Disabled Access needs to be addressed specifically. Considerable thought was given during refurbishment as to how the building could be made more accessible for disabled people. Official visitors who have impairment of mobility are permitted to use the East or West car parks as appropriate. In the context of the new access proposals for the building visitors with impairment of hearing should be provided with an audio tape to describe the various rooms and their features. This proposal has, however, not been carried out.

?

- 7.10 Vehicles from tour operators, exhibition visitors and designated users of Parliament Buildings will be permitted to enter the estate. Some of these admissions will be after-hours (are there any operational issues, given that Police do not man the security barriers close to Parliament Buildings after 5pm?).

*Where do they all park?*

*Absolutely!*

### **Security Issues: the Parklands**

- 7.11 Carparking: - The standing arrangement for vehicle security is that only vehicles belonging to staff, official visitors to the building and commercial delivery and service vehicles are allowed to enter the estate. All vehicles are required to stop at the security barrier, the driver must provide proof of identity and the vehicle may be subject to search. These arrangements will not change. As an additional



security measure, staff could be provided with a parking pass which they will display on the windscreen of their car.

## Legal issues

7.12 Entertainment Licence - the Acts of Parliament do not apply to the Crown unless it contains specific requirements to that effect. The Department is not therefore required to apply for an entertainment licence for events which are held in either Parliament Buildings or the Parklands. However, in order to give effect to the substantive requirements of the legislation, the Department will ensure that any event would have received a licence if one had been applied for.

7.13 Parliament Buildings <sup>should</sup> could be subject to an annual inspection by staff from DOE's Construction Service, Building Regulations Group and DED's Health and Safety Executive, Crown Fire Certification Group to ensure that it complies with current requirements for entertainment licences. This arrangement will cover any event in the building.

7.14 Events in the Park organised by private sponsors <sup>should</sup> could be regularised in the same way. The organiser will have to apply to the DOE for confirmation that the event meets the requirement of legislation.

Insurance ?  
Safety ?



## **Insurance**

7.15 Issues concerning insurance for events inside the building remain to be addressed. (Are there any pointers from the Hillsborough experience - does Government carry the risk (eg of fire) for charity events taking place at Hillsborough).

## **Contracts with promoters and events organiser**

7.16 A Contract "Template" is being drawn up indicating the responsibilities of organisers.

## **Key Decisions for Ministers**

8. Based on the issues to be discussed and agreed by the Marketing Board, Mr Semple will require advice on key issues for decisions by Ministers to ensure a proper fit between the revised access policy and security issues.