process chart for local authorities: handling notifications of **marches and parades**

Supply organiser with notification form (see Annex D of the Guidance), *How To Guide and Code of Conduct*

Does the organiser need to carry out a risk assessment?

YES → Provide organiser with risk assessment form

NO → Organiser submits notification at least 28 days before the procession

DON'T KNOW YET → Consider and raise at precursory meeting

Organiser submits notification at least 28 days before the procession

Has the notification been received 28 days before the march and has it been completed correctly?

YES → Acknowledge receipt of notification

NO → Reject notification → Write to organiser notifying them of decision → If notification is not time-barred, the organiser should re-submit notification

Acknowledge receipt of notification → Consult the police

Consult the police → Is it your opinion and that of the police that the notification needs to go through a full assessment?

YES → PROCEDURE FOR NOTIFICATIONS WHICH ARE GOING THROUGH THE FULL PROCESSS

NO → Consider with the police whether it can be fast tracked and discuss the steps that do not have to be followed

PROCEDURE FOR NOTIFICATIONS WHICH ARE GOING THROUGH THE FULL PROCESSS

1. Make arrangements for first meeting with the organiser and the police
2. Publicise the notification, giving two weeks for views
3. Write to bodies kept on the local authority's opt-in list
4. Liaise with relevant departments about any requirement for road closures/temporary licence etc
5. Add the notification to the lists to be held by local authorities under sections 63(9) and 63(10) of the 1982 Act
6. To meet the terms set out at section 63(8)(c) of the 1982 Act, trawl files for any records of similar past processions and consider against current notification. Prepare papers
7. Prepare short summary report
8. Take stock of position with the police and prepare papers for precursory meeting
9. Assess risk and consider against any risk assessment submitted by the organiser
10. Consider all information received and assess notification against section 63(8)(a), (b) and (c) of the 1982 Act
11. Hold precursory meeting with the organiser and the police and record outcome
12. If necessary, submit papers to the appropriate committee for consideration and invite community groups to attend
13. If necessary, Council considers notification and evidence submitted
14. Do conditions need to be imposed or does the procession need to be prohibited?

YES
15. Discuss outcome with the police and the organiser (in person, if there are any concerns)
16. Draft the Order (setting out conditions or prohibiting procession)
17. Publicise order in accordance with agreed practice
18. Issue letter of confirmation to organiser, provide them with any Order and the Code of Conduct (no less than 2 days before the procession is to be held)

NO → Issue letter of confirmation to organiser, provide them with any Order and the Code of Conduct (no less than 2 days before the procession is to be held)

PROCEDURE FOR FAST TRACK NOTIFICATIONS

1. Handle the majority of arrangements by phone/e-mail, etc
2. Add the notification to the list to be held by local authorities under sections 63(9) + 63(10) of the 1982 Act
3. Hold a precursory meeting, if necessary, to go over issues raised about previous year's events
4. Take stock of position with the police and consider notification against section 63(8) of the 1982 Act
5. Consider responses from those on the opt-in, not etc
6. If necessary, submit papers and your recommendation to the appropriate Council Committee
7. Discuss decision with the police and the organiser (in person, if there are any concerns)
8. Notify organiser by letter of decision (no later than two days before the procession) and enclose Code of Conduct

POST PROCESSION (this applies to all notifications)

1. Hold debriefing meeting, if necessary
2. Write to organiser about any remaining concerns or issues that should be considered for next year's event
3. Update records and retain file to compare against future notifications

one scotland
SCOTTISH EXECUTIVE

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