



EVENT SAFETY ADVISORY GROUP

Terms of Reference

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1. Introduction

It is the policy of Stafford Borough Council to provide a forum within which the local authority and other agencies may develop a co-ordinated approach to public safety when the local authority becomes involved in, or is made aware of, certain large scale or high risk events. In liaison with the Council's Senior Open Spaces Officer, this includes events which take place on local authority land. The local authority will maintain the Event Safety Advisory Group (SAG) with the intention of upholding reasonable standards of public safety and to encourage the wellbeing of the public, operatives and competitors.

The SAG is a non statutory, multi-agency forum which aims to promote public safety. The SAG has no legal powers and is not empowered to approve or prohibit events taking place. However, the SAG is able to refer issues to any relevant enforcement authority that has legal powers to address any issues raised. Event organisers bear full responsibility for ensuring public safety and for complying with relevant legal requirements.

The purpose of the SAG is to assist Stafford Borough Council and other key partners in exercising their public safety and other public protection functions. This is distinct from any arrangements being made by the organisers for the management of an event.

Determining whether or not to refer an event to a SAG requires a consistent approach. This should be based on a risk-based approach, and be determined by considering a combination of:

- Numbers attending (at any one time);
- Levels of risk with the event: and
- Events of an unusual nature / whether the event hasn't taken place before
- Other events at the same time that may increase the impact and risk

Event organisers will be required to complete an Event Management Plan as soon as the SAG co-ordinator is made aware of the event. This will help determine the level of input it will be necessary for the SAG to have.

The level of SAG input will appropriately be proportionate to the size, scale and risk of the event and/or activity involved. It may also be relevant to consider the cumulative consequences of multiple events within a local area.

Many events will fall outside of the regulatory arrangements, such as licensing, and consequently will not automatically come to the attention of a SAG. Members of a SAG should, however, ensure that the Council's SAG co-ordinator is the focal point to which details of events, they become aware of, can be collated.

The SAG will:

- Allow event organisers the opportunity to share with relevant agencies their event management plans and provide a forum in which these plans can be effectively scrutinised and challenged
- Advise the local authority and /or event organisers in order to ensure the highest possible standards of health and public safety;
- Promote and share good practice within safety and welfare planning;
- Promote a consistent and coordinated, multi-agency, approach to event planning and management;
- Support businesses and organisers through having a single point of contact for the event and consistent professional advice and support
- Consider the implications of significant incidents and events relevant to the surrounding areas and facilities;
- Receive reports relevant to debriefs, visits and / or inspections of a venue or event.

- Consider an event in the context of other events that may be happening at the same time and any potential cumulative or combined impact that might have.
- Advise the local authority and/or event organiser with regard to forming appropriate contingency and emergency arrangements;
- Advise the local authority and/or event organiser in respect of relevant legislation and guidance;
- Consider the implications of proposed event and minimise disruption to local communities;
- Where appropriate, to set up sub-groups to consider individual or groups of venues and any technical issues.
- Promote clarity of roles and responsibilities relevant to the event(s).

The SAG will encourage event organisers to consider the impact of the activity on the Licensing Act objectives, address any Health and Safety implications and consider any other relevant legislation. The expectation of the event organisers is to provide basic information to the SAG within 3 months of the event taking place (6 months for events with **over 1000 people attending at any one time**). Such notification must include information on the nature of the event, an assessment of numbers expected to attend the event as well as a simple risk assessment for the main event activities.

The following notification periods are required:

- Small events for less than 500 attendees – **8 weeks** unless the event involves a road closure in which case a minimum of 3 months notice is required.
- Minor events for 500-1000 attendees require **3 months** notification (even if the event does not include a road closure.)
- Significant events for 1000-5000 attendees require **6 months** notification.
- Major events for more than 5,000 attendees require **9 months** notification.

This will afford the SAG with sufficient time to meet and properly consider its response to the proposed event.

The Licensing Act objectives are:

- The prevention of crime and disorder
- The promotion of public safety
- The prevention of public nuisance
- The protection of children from harm

The nature of the event, the potential impact on the licensing objectives and other regulatory regimes, will determine the manner in which the event is monitored and the advice given by the SAG. This could range from providing general advice to suggesting appropriate conditions which may, for example, be attached to a Premises Licence or Temporary Event Notice.

In general, *events involving more than 500 persons* at any one time or *any new events* will be reviewed by the SAG. Events of less than 500 persons will be reviewed by the SAG if there is an increased risk identified by any Responsible Authority who is a core member of the SAG or an unusual activity is taking place as part of the event.

Where such events are reviewed by the SAG, group members are expected to provide event organisers with advice which relates to their authorities functions. Any advice given or requests sent to event organisers by SAG members should be brought to the attention of the Council's SAG Coordinator who will record this and ensure that an audit trail is maintained which reflects the SAG process.

The SAG, as an entity, has an advisory role and has no intrinsic enforcement powers. Powers lie with individual members agencies if legislative or enforcement action is necessary. The SAG is not an enforcement body; whether or not an individual agency determines to resort to use of its own powers must be a decision for that agency and not the SAG.

2. Membership

The SAG shall consist of persons with sufficient seniority / experience / competency / knowledge on their services strategic / policy / practical issues to be able to take operational decisions on behalf of their service / body, save where these raise new policy issues. It is the responsibility of each member agency to ensure that such persons attend the SAG.

The SAG will be constituted in the following manner; however the composition of the SAG should be appropriate to the event being planned for-

- Core members
- Invited representation

The SAG will be chaired by an Officer from Stafford Borough Council who will have delegated authority to agree event conditions for licensed events. In their absence, or following a declaration of interest by the Chair, an Officer from a core member agency will Chair the meeting by agreement of all members of the group.

The following are Responsible Authorities and organisations form the **core members** who will nominate one appropriate representative to attend the meetings:

- Staffordshire Police (Licensing Officer)
- Staffordshire Police (Local Policing Team)
- Staffordshire Fire and Rescue Service
- Staffordshire County Council (Trading Standards)
- Stafford Borough Council (Licensing)
- Stafford Borough Council (Regulatory Services Group)

3. Invited Representation

Those persons/partners who are invited to the SAG meetings to make a presentation or offer advice to the SAG but who may not be party to the formal decision making process of the SAG. They will be allowed to freely contribute to any meeting, to which they are invited and will have their view considered, reported/recorded.

The following may be invited either to all SAG meetings, or to a particular meeting as considered appropriate:

- Staffordshire Police (Tactical Planning Unit)
- West Midlands Ambulance Service
- Staffordshire County Council (Highways)
- Staffordshire Civil Contingencies Unit
- Stafford Borough Council (Planning/Building Control, Neighbourhood Services, Legal Services, Property Services, Health and Safety and any other Department considered appropriate)
- Security Industry Authority
- Home Office
- NHS/Public Health services
- Health and Safety Executive

- Environment Agency
- Legal service representation (the relevant solicitor for any of the core members)
- Voluntary First Aid services
- Transport services
- Football Licensing Authority
- Local business representation
- Land owners

This list is not exhaustive and the Chair may invite such other specialist as appropriate to assist the SAG in considering any issue.

From time to time, other organisations that are deemed by one of the Responsible Authorities to have a responsibility for, or be able to provide information and or advice to the Licensing Authority or SAG may be asked to attend meetings.

Premises Licence holders, Event Organisers and Contractors etc. who provide a service may, at the request of the SAG, attend meetings or pre application discussion in order to provide information to the SAG. Such invitees might include those responsible for:

- Health & Safety
- Crowd safety
- SIA staff and Stewarding
- Transport
- Licensing
- Contingency planning
- Communications

4. Roles of Members

The Chair:

- To ensure that the SAG discharges its responsibilities fairly, effectively and proportionately.
- To ensure that the membership of the SAG reflects the risks associated with public safety and wellbeing.
- To ensure that the views of all members of the SAG, including those attending by invitation are properly considered.
- To keep an overview of all event management plans to facilitate a consistent and co-ordinated approach.
- To ensure an audit trail of group processes is maintained

Licensing -SAG Coordinator:

- To initiate formal contact with licensable event organisers and send out relevant event guides/documents.
- To organise the SAG meetings and provide associated administrative support.
- To maintain an up to date list of relevant contact organisations and individuals;
- To act as the conduit between the SAG and the event organiser and/or management team.
- To read all EMP's and facilitate a consistent and co-ordinated approach to them all.
- To ensure that an audit trail of SAG processes is maintained.

- To circulate completed applications and draft EMP's to the members of the SAG.
- To liaise with event organisers to pass on any recommendations or advice provided by the SAG in relation to licensing matters.
- To support and offer event organisers to help them fulfil their responsibilities in relation to licensing matters under the Licensing Act 2003 and the licensing objectives.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

Staffordshire Police:

- To support and offer advice to event organisers to help them fulfil their responsibilities with the prevention of crime and disorder and other licensing objectives as appropriate.
- To liaise with the Stafford Borough Council, Staffordshire County Council and Highways England, provide advice on traffic management on the highway.
- To provide advice on crime prevention and detection.
- To provide advice and support in relation to any other identified policing issues.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

Staffordshire Fire and Rescue Service:

- To provide advice on fire related matters in regards to operations, fire and community safety at events.
- To support and offer advice to event organisers to help them fulfil their responsibilities with ensuring public safety and other licensing objectives as appropriate.
- Advise the SAG on the Contingency Plans for events to ensure that they are compatible with the relevant Emergency Plans relating to the event and surrounding areas.
- In liaison with Building Control officers, provide advice on fire safety matters in relation to temporary structures.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

Stafford Borough Council - Regulatory Services:

- To advise on all matters relating to noise, odour and smoke control.
- To support and offer advice to event organisers to help them fulfil their responsibilities with the prevention of public nuisance and other licensing objectives as appropriate.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.
- To advise on all matters relating to health and safety and food safety.
- To support and offer advice to event organisers to help them fulfil their responsibilities with the ensuring public safety and other licensing objectives as appropriate.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

SBC Planning:

- To advise on all matters relating to the regulations as they relate to public events. This may include: advice and guidance on compliance with relevant legislation related to temporary stands, staging and all other temporary de-mountable structures, examine design and construction sign off certification, including assessment of competency where relevant, work out ingress and egress flow rates and identify pinch points, work out crowd capacities and densities.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

Staffordshire County Council Highways:

- To advise on the possible impact of an event on the Staffordshire transport infrastructure and the provision of services to the event.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

Highways England:

- To advise on the possible impact of an event on the local major transport infrastructure and the provision of services to the event.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

Staffordshire County Council Trading Standards:

- To advise on all matter relating to safety of goods or food and counterfeit goods.
- To support and offer advice to event organisers to help them fulfil their responsibilities with the protection of children from harm and other licensing objectives as appropriate.
- To send the most appropriate person to attend the SAG having regard to the size and nature of events being considered.

5. Meetings and Governance

SAG meetings will be convened by Stafford Borough Council and will normally follow on from the regular meetings of the Stafford Borough Local Responsible Bodies Group (LRBG).

Dates for the meetings will be set in approximately a year in advance and there will be a minimum of 6 meetings per year. It should be noted that much of the work carried out by the SAG will be by email and telephone exchange between SAG members and the event organiser and that the SAG is able to operate effectively in this manner between meetings.

The SAG Coordinator should be copied into any email or other correspondence between those parties and advised of any telephone conversations that may have taken place between those parties.

Special or emergency meetings may be called by the Chair where a request for such a meeting is made by any of the SAG member organisations.

Member organisations should ensure that they are represented at the SAG meetings. Any apologies should be sent in good time prior to the meeting and unless it is not possible a substitute attendee should be sent in the absence of any members unable to attend.

Stafford Borough Council will normally provide an agenda and papers for meetings including minutes which will detail all multi agency advice relating to the events.

A record of the meetings will be maintained by Stafford Borough Council. Under normal circumstances these will be circulated to the event organiser, to ensure that the various changes/amendments discussed at the meeting have been implemented into a revised Event Management Plan. Revised documents will then be circulated to the SAG members.

Any person who is not members of the SAG may, at the discretion of the Chair, be excluded from all or part of the meeting.

Members of the SAG must make any declarations of any personal and/or prejudicial interest relating to events being discussed. Notification should be made as soon as practicable to the Chair of the SAG. The Chair should declare any interest at the start of the meeting and an Officer from a core member agency will then Chair the meeting by agreement of all members of the group.

Meetings will not usually be open to the public although requests to attend the meetings as an observer, outlining the reasons in writing at least 10 working days prior to the meeting, can be made and will be allowed at the discretion of the Chair.

6. Decision Making

The SAG is a non statutory, multi-agency forum which aims to promote public safety. The SAG has no legal powers and is not empowered to approve or prohibit events taking place. However, the SAG is able to refer issues to any relevant enforcement authority that has legal powers to address any issues raised. Event organisers bear full responsibility for ensuring public safety and for complying with relevant legal requirements.

The SAG does not make any decisions on behalf of the local authority or other agencies. The SAG role is advisory and, as such, it has no authority to either approve or prevent events from taking place.

Where members of the SAG make their own statutory decisions, it is stressed that these are the determination of that agency and not the SAG.

Any decisions made by members of the SAG outside of the meeting should be reported to the Council's SAG Coordinator who will process and record the information as appropriate.

Whilst the SAG may provide the advice, the responsibility for the safety of persons at an event will lie with the event organiser / venue owner/operator and/or management team as appropriate.

Event Organisers will be encouraged to provide a debrief session and feeding back to the SAG where it is considered appropriate to do so.

7. More Information

All correspondence regarding the SAG should be sent to:

Safety Advisory Group Coordinator, FAO Licensing Department
Stafford Borough Council
Civic Centre
Riverside
Stafford
ST16 3AQ

Telephone: 01785 619100
Email: ehlicensing@staffordbc.gov.uk

8. Review

These Terms of Reference will be kept under review and they will be revised at such times as are considered appropriate.