

## TERMS OF REFERENCE FOR THE SAFETY ADVISORY GROUP

### 1. Policy for the Safety Advisory Group

It is the policy of Rugby Borough Council to uphold reasonable standards of public safety at all public events in the Rugby Borough, to encourage the wellbeing of the public at those public events, and ensure as far as possible that any inconvenience to residents, businesses and the general public arising from events is minimised. Rugby Borough Council recognises the value of the events and encourages the undertaking of events whilst operating safely and in consideration of those affected by the event. To aid these objectives, Rugby Borough Council maintains a Safety Advisory Group (SAG) for public events, and has established partnerships with selected agencies which offer specialist advice to the authority.

### 2. Main Role of Safety Advisory Group

- 2.1 The main role of the SAG is to provide specialist advice to the “host local authority” to help them discharge their public safety and wellbeing functions.
- 2.2 The role of the group is to consider large scale public events and their requirements. The Group’s remit includes outdoor events which require a premises licence under the licensing Act 2003, firework displays, carnivals, parades, music festivals and other large scale events of a similar nature.
- 2.3 In general, “public event” will be treated as being an event where more than 500 people are expected to attend, although smaller events may require the involvement of the SAG depending on the event.
- 2.4 The SAG will operate in accordance with agreed terms of reference, and keep and make available as appropriate records of its activities in order that it effectively carries out this function and to ensure transparency of decision making. The terms of reference need to be dynamic and reviewed on a regular basis.

### **3. Specific Terms of Reference**

- To advise on the event, venues and its immediate environs as required
- To advise on the exercise of powers, enforcing actions and duty of care of the local authority and other partners as defined in related legislation
- In relation to events and venues, especially but not exclusively.
  - Safety of Sports Grounds Act 1973
  - Fire Safety and Safety of Places of Sports Act 1987 in respect of safety legislation
  - Licensing act 2003
  - Health & Safety at Work Act
  - Civil Contingencies Act 2004.
- To provide advice and guidance on alterations etc to designated sports grounds and events and changes to regulations or best practice advice.
- To provide advice and assistance to sports grounds certificate holders, events license holders and event planners on public safety related issues.
- To provide a forum within which the local authority and other with partners to develop a co-ordinated approach to crowd and spectator safety and wellbeing.
- To take on other safety public protection functions as agreed
- To receive reports in relation to matters found during inspections by group members
- To receive notification of the issue of any enforcement action.

### **4. Status of Safety Advisory Group and conflicts of interest**

- The SAG cannot take any decisions on behalf of the local authority or other partner, its role is advisory.
- The decision making power is delegated to the local authority or other as designated
- The ultimate responsibility for the event safety lies with the event organiser and management team
- Core member of the SAG must declare any material conflict of interest in relation to any item put before the SAG, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the SAG.

## 5. Composition of the Safety Advisory Group

5.1 This section records which authorities or partners need to be represented on the SAG.

- 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 decision on behalf of their service/body, save where these raise new policy issues
- 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

### 5.2 Core Members

Core membership will include:

- A chair (from the Rugby Borough Council )
- Regulatory services (including Environmental Health, Safety & Licensing)
- Building Control
- Emergency Planning
- Police Service
- Fire Brigade
- Ambulance service

### 5.3 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. However, 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 meeting, or to a particular meeting (or part thereof), as considered appropriate

- NHS/Public Health Services
- Legal service representation
- Other relevant local authority service representation such as highways, waste service
- Voluntary first aid services
- Transport services

- Sports Grounds Safety Authority
  - Local business representation
  - Event Organiser
  - Licence Holder
  - Certificate Holders
- } or Reps

## 6. Administration of the Safety Advisory Group

Rugby Borough Council will provide the administrative support to the Safety Advisory Group and sub groups or as otherwise agreed

### 6.1 Frequency of meeting of the **Safety Advisory Group**

6.2 The number of SAG meetings can be flexible, determined by particular local circumstances and will be event specific

6.3 The SAG shall meet a minimum of 4 times per calendar year. Any core member may request an additional meeting or meeting of the group, whether in response to a particular event or otherwise

6.4 Where matters arise which require consideration by the SAG a meeting may be called at short notice.

6.5 All relevant agencies should be represented at a meeting of the SG and representatives must be fully briefed to ensure a consistent approach and at a rank or level to enable decisions to be made and implemented where necessary.

6.6 The SAG may request an inspection of the site of a public event (whether before, during, or after an event) as determined by the Chair of the Group in consultation with the event management. Such members as the Group considers appropriate can attend the inspection. A record of the inspection will be circulated to all relevant parties.

6.7 It will be within the remit of the SAG to constitute smaller working parties to address specific issues relating to the event and venues. The outcome of any such groups will be reported to the next available SAG.

## **7. Notification of Events**

- 7.1 Where an event is notified to a member of the SAG, it is the responsibility of that member to notify, in writing (including e-mail), the other members of the Group.
- 7.2 When planning an event involving more than 10,000 people a minimum of 6 months-notice should be sought. For an event involving between 500 – 10,000 people a minimum of 3 months-notice should be sought

## **8 Roles & Responsibilities of members of the Safety Advisory Group**

### **8.1 Chair of Group:-**

- (a) To ensure that meetings of the Safety Advisory Group take place on a regular basis
- (b) To ensure that due account is taken of the views of all members of the SAG, including those attending by invitation
- (c) To ensure Minutes are taken at each meeting
- (d) That decisions of Rugby Borough Council are taken in accordance with council's constitution

### **8.2 Warwickshire County Council Highways**

- (a) To provide advice and guidance on road closure arrangements
- (b) To provide advice and guidance on Emergency Planning and Civil contingency matters

### **8.3 Rugby Borough Council (Regulatory Services)**

- (a) To provide advice and assistance as required in relation to food safety and health and safety to ensure legal compliance
- (b) To provide advice and assistance as required in relation to activities which require licensing to ensure Legal Obligations are met

### **8.4 Rugby Borough Council (Parks)**

- (a) To ensure where Council land is proposed to be used by an event organiser that the event organiser
  - (i) Completes and return the proforma, detailing the event, provided by Rugby Borough Council Parks Services
  - (ii) Provides specific documents required by Rugby Borough Council
  - (iii) Is provided with an advice pack produced by Rugby Borough Council
- (b) To inform other authorities and agencies at the SAG of proposed events on their land

(c) Determine whether land which Rugby Borough Council owns can be used for an event.

8.5 Warwickshire Fire and Rescue Service

(a) To provide advice and assistance in relation to fire safety issues to ensure compliance with requirements

8.6 Warwickshire Police

(a) To provide advice and assistance in relation to the prevention and detection of crime

(b) To provide advice and assistance in relation to the prevention of/or stopping of breaches of the peace.

(c) To provide advice and assistance in relation to traffic issues

8.7 Warwickshire Ambulance Service

(a) To provide advice and assistance in relation to first aid provision for events

**9. Existing Major Events**

9.1 A complete list of all existing major public events to be produced.

9.2 Where possible, venues used regularly for event will be the subject of a standard approach and a guide incorporating standard conditions will be produced for each type of event.

**10. General**

10.1 The Local Authority core members of the SAG must declare any material conflict of interest in relation to any item put before the group, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should consider if they should withdraw and be replaced by an appropriate party agreed with the Group.

10.2 All members of the Group will retain a high degree of professionalism and probity at all times and will not at any time act in any way which may compromise the position of the Group or members of the Group.

## **11 SAG Minutes**

- 11.1 Each meeting of the SAG will be prearranged to an agenda published in advance of the meeting with minutes recorded
- 11.2 The minutes of the meetings will be circulated to all SAG members, and to such other parties as may be determined by the Chair.
- 11.3 A summary of meetings of the SAG will be held by local authority as a public record and be subject to the Freedom of Information Act 2000 (FOIA) and the Data Protection Act 1998 for further discussion
- 11.4 These summary minutes will be published
- 11.5 The FOIA Inter-Agency protocol adopted by local authorities and other public authorities will operate where information is requested from the SAG's records and the involvement of another public authority is necessary prior to the decision about the disclosure or non-disclosure of information

**SAFETY ADVISORY GROUP CONTACT LIST**

<b>Section</b>	<b>Name</b>	<b>Title</b>	<b>Tel</b>	<b>Email</b>