



St Albans
City & District Council

St Albans City & District Events Safety Advisory Group

Terms of Reference

2023

Terms of Reference for St Albans City & District Event Safety Advisory Group (SAG)

1.0. Policy Statement

- 1.1. It is the policy of St Albans City & District Council (SADC) to uphold standards of public safety at all public events being held within the district. We also promote 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.
- 1.2. The local authority will exercise its duty of care in relation to the following:
 - Licensed events held on public outdoor spaces to which the public are invited;
 - Non licensed events held on public outdoor spaces to which the public are invited;
 - Events on private land which have potential to affect infrastructure on public land.

2.0. Main role of SAG

- 2.1. The main role of the SAG is to provide specialist advice to Event Organisers and private/public landowners who intend to deliver public events within St Albans City & District. It helps to ensure safe events take place within the District.
- 2.2. SAG is a non-legislative multi-agency group formed of statutory agencies who are competent to give guidance about event safety.
- 2.3. It cannot approve, ban, or permit an event, it works with organisers to give information about event safety.
- 2.4. All agencies need to be present and engaged for safety reasons.
- 2.5. 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.

3.0. Specific Terms of Reference

- To obtain and share information in order to inform member agencies about events that are taking place which are open to the general public;

- To provide a local, multi-agency single point of contact for event organisers to share information regarding an event;
- To provide a mechanism to receive, share and disseminate information and intelligence amongst SAG partners and other relevant agencies regarding events;
- To evaluate the impact of an event on each agency and the wider community;
- To use information to inform and develop multi-agency contingency planning;
- To provide where possible, sources of potential advice and guidance to event organisers;
- To promote good safety and welfare practice in event planning;
- To maintain an overview of forthcoming events within the district;
- To advise on Health and Safety legislation, Licensing Act 2003 and other relevant legislation and guidance for public events and venues;
- To maintain an overview of forthcoming events within St Albans City & District;
- To advise on enforcing actions and the duty of care of the local authority and other partners as defined in related legislation.

4.0. Status of SAG and conflicts of interest

- 4.1. The Safety Advisory Group cannot take any decisions on behalf of St Albans City & District Council, its role is advisory.
- 4.2. The Safety Advisory group cannot make a decision on whether an event can or cannot take place; it can only provide advice and recommendation. If the event is being held on public land the local authority will make the final decision based on feedback from all members of the SAG.
- 4.3. Each SAG member has their own regulatory role and may exercise their powers independently.
- 4.4. Core members of the SAG must declare any conflict of interest in relation to any item put before the SAG, prior to any discussion on that matter.

- 4.5. If the SAG Chair or Administrator are also the Event Organiser, then an alternative Chair will be sourced for the SAG meeting discussion about their event. Alternatively, all agencies have to agree to the SAG Chair leading the meeting on their event, despite the possible conflict of interest.
- 4.6. If an event organiser does not engage with the SAG process, SAG may still decide to use any available intelligence and information to review the event in the absence of the event organiser.

5.0. Composition of the SAG

- 5.1. The Safety Advisory group (SAG) for St Albans City & District Council is a meeting of the emergency services (Fire, police and ambulance), District Council (Licensing, Regulatory Services, Health & Safety, Community Development & Emergency Planning), County Council (Herts Highway) and any Parish Council Rep who wish to attend.
- 5.2. The SAG is a non-statutory function and all comments and observations made are always advisory. Organisers do not have to attend SAG meetings, submit information or follow SAG's advice. However, each SAG member is acting on behalf of their own regulatory authority and may use the advice of the group to support and justify independent enforcement of conditions.
- 5.3. Core Members -
 - Chair (Local authority)
 - Support Officer (Local authority)
 - Herts Constabulary (County and local)
 - Community protection
 - Operational response
 - Herts Fire and Rescue:
 - Fire protection
 - Operational response
 - East of England Ambulance Service NHS Trust (EEAST)
 - Emergency Planning
 - Herts Highways
 - Legal, Democratic & Regulatory Services (Licensing)
 - Legal, Democratic & Regulatory Services (Health & Safety/ Business Compliance)
 - Harpenden Town Council
- 5.4. Non-Core Members -
 - Invited representation from stakeholders who can assist the review process.
 - Parks Officers (Local Authority – community Services)
 - Parish Council Representatives (who wish to attend)

- SADC Internal Health & Safety officer
- 5.5. Local authority core members of the SAG must declare any conflict of interest in relation to any item put before the group. In some instances the event may be a local authority event. See point 4.5.

6.0. Administration of the SAG

- 6.1. *Chair* - The Chair of SAG will be a representative from St Albans City & District Council.
- 6.2. *Vice Chair* – The Vice Chair of SAG will chair meetings when the Chair is unavailable or there is a conflict of interest.
- 6.3. *Administrative Support* - St Albans City & District Council will provide administrative support to the Safety Advisory Group. The administrative support will triage Event Notification Forms, organise and note meeting, send monthly event updates, send event paperwork and provide regular contact with SAG members about up and coming events.
- 6.4. *Consultation*: All core members, invited members, other council services and national bodies will be consulted as appropriate. It is the responsibility of individual members to ensure they consider the areas of information relevant to their area of expertise, and that any information they provide is up to date, relevant and accurate.

7.0. Triage and triggers

- 7.1 A triage system will be in place for any events of which SAG are notified. If one or more triggers is activated then full documentation will be required from the Event Organiser and considered by SAG members.
- 7.2 Triggers which will activate a full SAG review are:
- Licensable events with 500 or more attendees.
 - Density of attendees (reported as number vs size of area).
 - Road closure in place.
 - A new event.
 - A new organiser to the District.
 - A new venue.
 - An event that hasn't been through St Albans SAG before or is due a review (SAG reviews will take place every three years)
 - Inclusion of high risk activity (e.g. water, bouncy castle, fireworks)
 - Incidents or issues at previous same event or similar event organised by same event organiser.

- Known impact on the local community and infrastructure (e.g. sensitive location known to us)
- Event organiser requesting SAG review or meeting.

8.0. Paperwork

8.1. Event organisers are expected to submit documentation as requested by SAG including, but not limited to:

- Event Notification Form (this is required in order for the event to be triaged)
- Event Management Plan
- Risk Assessments
- Evacuation Plans
- Medical provision
- Security provision
- Counter terrorism plan
- Site Plans
- Insurance

8.2. Paperwork will be circulated to SAG members for review, comment and possible action, see 9.4.

9.0. SAG Meetings

9.1. Monthly meetings will be scheduled in the calendar. These can be cancelled should there be no events or issues to discuss. All members must be in agreement to cancel a meeting.

9.2. Hybrid meetings will be provided by the administration to offer members online and face to face options to attend.

9.3. Event organisers will be invited to attend set sections of the meeting to discuss their specific event(s).

9.4. Paperwork will be circulated to members one week prior to the meeting. Any member not able to attend must feedback with comments or 'no comment'.

9.5. In addition to the set meetings, extraordinary meetings can be called at short notice to discuss and review imminent events, which have either become apparent at the last minute, or concerns have been raised by one or more members.

9.6. In addition to the hybrid meetings, core members can request a site visit to any public event venue as determined by the group and the event

organiser. Such members as the SAG consider appropriate, can attend the visit. A record of the visit will be maintained and circulated to all relevant parties.

- 9.7. Each meeting will be conducted to a pre arranged agenda published in advance of each meeting.
- 9.8. A closed part of the meeting will be included in the agenda for discussion of confidential items.
- 9.9. Minutes will be recorded for each meeting and circulated to all SAG members (Core and or Non-Core and those attending the meeting).
- 9.10. Minutes will be held by St Albans City & District Council as a public record and kept in accordance with GDPR rules.

10.0. Communication

- 10.1. Event organisers must complete an Event Notification Form informing the SAG administration of their event and including details to enable triage to take place.
- 10.2. Event organisers will be notified that incorrect or absence of relevant information may mean their event is not appropriately reviewed by SAG and SAG agencies may not be informed.
- 10.3. The SAG administration will circulate a spreadsheet on a monthly basis summarising all events taking place in the district which the administration are aware of.
- 10.4. Any events triaged and not sent to SAG for review will be noted as ‘triaged – no SAG required’.
- 10.5. Any member or event organiser can inform SAG of an event or request a review by contacting events@stalbans.gov.uk.

11.0. Review

- 11.1. These Terms of Reference will be reviewed every three years or sooner should it be required.