

# Terms of Reference for the South Somerset Safety Advisory Group (SAG)

## Policy Statement

1. It is the policy of South Somerset District Council (SSDC) to uphold reasonable standards of public safety at all public events in South Somerset, 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.
2. To aid these objectives, South Somerset District Council will maintain a Safety Advisory Group (SAG) for public events, and has established partnerships with selected agencies which offer specialist advice to the authority and to event organisers.

## Main Role of SAG

1. The role of the Group is to consider large scale public events and their requirements.
2. 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. In general, "large scale 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.
3. South Somerset District Council (SSDC) is the Licensing Authority under the Licensing Act 2003. It will exercise its powers under that Act, taking into account the Council's Statement of Licensing Policy, and any representations received. It will also take into account any enforcement and other protocols agreed between the Council and responsible authorities.
4. SSDC is an enforcing authority as defined in the Health and Safety (Enforcing Authority) Regulations 1998 for work activities where the main activity includes cultural, entertainment or sporting activities. It will enforce the relevant statutory provisions to ensure the health, safety and welfare of employees, members of the public and any other person affected by a work activity. This includes all outdoor public events including the erection and dismantling of any structures or equipment used in the event.
5. SSDC is also enforcing authority under Environmental Health legislation for all noise and statutory nuisances that may arise from public events.
6. The other Statutory agencies in the Group including the Police, Fire Brigade, Ambulance service and County Highways are responsible for enforcing their respective legislation as Enforcing Authorities. [Do we need to include trading standards here too](#)
7. The SAG will operate in accordance with the 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 the transparency of decision making.

## **Specific Terms of Reference**

1. To ensure as far as possible that risk to public safety is minimised for all large scale public events.
2. To maintain an overview of forthcoming events within South Somerset and the impact of such events on other parts of the County and elsewhere..
3. To advise on the event, venue and its immediate environs as required.
4. To advise on and consider the exercise of powers under the Licensing Act 2003.
5. To advise on and consider the exercise of powers under the Health and Safety (Enforcing Authority) Regulations 1998.
6. To review any Event Management Plans submitted by the organisers of an event and other agencies/individuals involved.
7. To provide a forum within which SSDC and other agencies may develop a coordinated approach to event safety.
8. To review each large scale event through a formal de-brief (including any significant incidents or “near misses”) and make recommendations where appropriate for improving safety.
9. To liaise with the Somerset Highways SAG.
10. To take on other safety and public protection functions as agreed.
11. To receive reports in relation to matters found during inspections by group members and to consider any appropriate follow up action.
12. To receive notification of the issue of any prohibition notice and any prosecutions in relation to events.

## Status of SAG and Conflicts of Interest

1. The Safety Advisory Group as such cannot take any decisions on behalf of SSDC, its role is advisory.
2. SSDC's decision making power remains with the Licensing ~~and Regulation~~ Committee, or with relevant officers within the Council's approved Scheme of Delegation.
3. The decision making power of other members of the SAG rests with their own authority or body and not with the SAG.
4. The ultimate responsibility for the event safety lies with the event organiser and management team.
5. Core members 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

## Composition of the SAG

The SAG will consist of:-

- (a) A group of core members;
- (b) Invited representatives

The core members will comprise representatives from the following agencies:-

- South Somerset District Council:-
  - Environmental Health
  - Licensing
  - Building Control
  - Civil Contingencies
- Somerset Highways
- Avon & Somerset Police
- Somerset Fire and Rescue Services
- South West Ambulance
- Trading Standards

The chair will be elected by the core group. The core members may invite representatives to SAG meetings. Although not formally part of the SAG's decision-making process, invited representatives will be encouraged to take a full part in proceedings and to share their expertise and advice with core members. They shall be entitled to have their views presented/reported, considered, and recorded. Invited representatives may be drawn from anybody which the SAG considers appropriate.

## Administration of the SAG

1. The Chair will be a representative of SSDC. Will SSDC be chairing it?
2. The relevant service representative will act as service lead to the SAG and sub-groups.
3. SSDC will provide the administrative support to the SAG and sub-groups or as agreed.
4. The SAG will consult all core members of the SAG, invited representation, other council services and national bodies as considered appropriate.

## Frequency of Meetings of the SAG

1. The SAG shall meet a minimum of 4 times per calendar year. The number of SAG meetings can be flexible, determined by particular local circumstances and can be event specific. Any core member may request an additional special meeting or series of meetings; such requests shall be considered by the Chair.
2. Where urgent matters arise which require consideration by the Core SAG, a meeting may be called at short notice.
3. All relevant agencies should be represented at a meeting of the SAG 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.
4. 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. Formal minutes and a record of the inspection will be circulated to all relevant parties.
5. 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.

## SAG Minutes

1. Each meeting of the SAG will be prearranged to an agenda published in advance of the meeting with minutes recorded.
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.
3. A summary of meetings of the SAG will be held by [the](#) 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).
4. The FOIA Inter-Agency protocol adopted by local authorities and other public authorities will operate where information is requested from the SAG's records.