Gloucester City Council

Meeting:	GLT		Date:	13 March 2012
	Cabinet Briefing			23 May 2012
	Licensing and Enforcement Committee			26 June 2012
Subject:	Safety Advisory Group			
Report Of:	Martin Shields			
Wards Affected:	All			
Key Decision:	No	Budget/Policy Framework:		No
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Appendices:	1. SAG Protocol			

FOR GENERAL RELEASE

1.0 Purpose of Report

1.1 To outline the Gloucester City Council Safety Advisory Group (SAG) protocol.

2.0 Recommendations

2.1 To note the establishment of a formally recognised SAG with partner agencies for the City of Gloucester.

2.2 To note the contents of the attached SAG protocol that has been agreed.

3.0 Background and Key Issues

3.1 SAGs were recommended as a result of the Hillsborough Stadium Disaster and are now recognised as a fundamental core planning forum for safety planning at all sports stadia. They have been relatively successful planning tools and the principle of this type of partnership/inter professional approach is good practice to be shared for events that are organised outside of main stadia.

3.2 SAGs are now often set up for major public events such as outdoor concerts, major firework displays, fairs etc. Local authorities have a legislative requirement to licence public events and, as such, they have democratic public accountability.

3.3   Within the city boundaries a number of public and community events take place in venues or at sites not normally designated for that function, such as local parks and streets. These therefore provide additional risks because of the nature and environment in which they are taking place. It is in these circumstances that the benefits of working in collaboration across services provide a more effective and consistent advisory and management response to public health and safety risk.

3.4   The role of a SAG is separate from the operational management of the event – it is the event organiser that will be ultimately responsible for the health and safety planning. One of the important roles a SAG can perform is to bring together all relevant partners to plan and prepare for the event in a co-ordinated way. It can assist the local authority and other key partners in exercising safety and other public protection functions.

3.5   SAGs can also:

- Advise on minimising any inconvenience to local residents, businesses and the general public
- Encourage well-being and welfare of the community
- Focus resources using risk assessment and facilitate proportionate advice and regulation
- Enable effective planning to facilitate less intensive monitoring and inspection
- Promote safer events as contributing to safer and stronger communities
- Support businesses and organisers through having a single point of contact for the event and consistent professional advice and support
- Increase good publicity and encourage more business and visitor engagement through safer events
- Share good practice

3.6   A SAG could also be a useful way to bring together relevant partners to plan and prepare for events linked to the Olympics/Paralympics and the potential increase in local sporting and cultural events that will be taking place leading up to and during the games.

3.7   Currently, there is no central point of contact for event bookings within the city. The SAG and associated booking system will centralise the process avoiding event clashes and help to ensure that adequate resources are made available from the local authority and emergency services.

3.8   Appropriate timescales for notifying of events are outlined in the protocol. The suggested timescales vary depending on the type and scale of the planned event. Also, a certain amount of notice is needed to be able to support events effectively and to ensure the correct permissions are obtained if needed e.g. road closure orders, licences. The timescales set out in the protocol are only advisory but it is critical to establish a standard to ensure that the SAG can be fully effective.

4.0   Alternative Options Considered

4.1   None considered.

5.0   Reasons for Recommendations

5.1   The adoption of the SAG protocol will ensure that best practice is adopted and that events are notified in timely manner. This will then inform SAG members of events being proposed and enable timely meetings to take place to ensure that they are planned and prepared for in a co-ordinated way. This will lead to a safer environment for all who may be affected.

6.0   Future Work and Conclusions

6.1   A SAG protocol has been produced and is attached at appendix 1. This has been circulated to interested partners and the content has been agreed with them. A web booking system request form has been designed to enable a central booking system and notification to stakeholders.

6.2   The guidance will be publicised and made available on the websites of Gloucester City Council, Marketing Gloucester and the Guildhall along with the web based booking system.

6.3   A procedure will be established with a central point of contact to avoid clashes with other events and ensure all interested parties are notified.

6.4   SAG meetings will take place as required and sub-groups will be convened as necessary.

7.0   Financial Implications

7.1   None.

(Financial Services have been consulted in the preparation this report.)

8.0   Legal Implications

8.1   Will ensure continued compliance with health, safety and welfare legislation.

(Legal Services have been consulted in the preparation this report.)

9.0   Risk & Opportunity Management Implications

9.1   Positive outcomes will be achieved by showing Gloucester City Council as a proactive authority and providing a safer environment during events in the city.

10.0 People Impact Assessment (PIA):

10.1 The PIA Screening Stage was completed and did not identify any potential or actual negative impact. Therefore, a full PIA was not required.

11.0 Other Corporate Implications

<u>Community Safety</u>

11.1 None

<u>Sustainability</u>

11.2 None

<u>Staffing & Trade Union</u>

11.3 None

Background Documents: None