

EVENTS CONSULTATIVE GROUP – TERMS OF REFERENCE

The Event Consultative Group is a consultative group which exists to act as a consultative forum for events in the borough.

The Event Consultative Group will not take any decisions on behalf of the Local Authority. The Local Authority's decision making power remains with the relevant Committee, or with relevant officers within the Council's approved Scheme of Delegation. It exists;

- 1 To ensure as far as possible that risk to public safety is minimised for all large scale public events.
- 2 To provide a forum to both the organiser of an event and other agencies /individuals involved to assist with the management of any events in the borough.
- 3 To provide a forum within which the Local Authority and other agencies may develop a co-ordinated approach to participant and spectator safety.
- 4 To review each Category B event through a formal de-brief (including any significant incidents or "near misses") or any existing Category B event where significant incidents occur and make recommendations where appropriate.
- 5 To develop generic risk assessment/best practice where appropriate.
- 6 To monitor compliance with standards agreed within resource limitations.

The Local Authority members of the Event Consultative Group must declare any material 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.

Any Member who sits on an ECG will need to consider whether it is appropriate for them to sit on any committee or sub committee that formally considers any application in relation to an event.