

Cheltenham Borough Council
Cabinet – 16 July 2013
Events Consultative Group and Safety Advisory Group

Accountable member	Cabinet Member Housing and Safety - Councillor Peter Jeffries
Accountable officer	Executive Director – Grahame Lewis
Ward(s) affected	All
Key Decision	No
Executive summary	<p>On the 5th of February 2013, Cabinet considered a report of the Overview and Scrutiny Committee outlining the work of the Event Submissions Scrutiny Task Group (STG) set up by the now defunct Environment Overview and Scrutiny Committee.</p> <p>Cabinet noted the STG report and resolved that a further report from the Cabinet Member Housing and Safety be brought back to a future meeting of Cabinet outlining how the recommendations of the Scrutiny Task Group could be implemented.</p>
Recommendations	<p>Cabinet is recommended to:</p> <ol style="list-style-type: none"> 1. Note that an Events Consultative Group (ECG) has been established and has been operating in accordance with the Terms of Reference set out in Appendix 2; 2. Note that a Safety Advisory Group (SAG) has been established; 3. Note that an information page has been created on the council's website; 4. Approve the draft Safety Advisory Group Terms of Reference set out in Appendix 5; 5. Approve the draft Events Consultative Group & Safety Advisory Group Communication Protocol set out in Appendix 4.

Financial implications	<p>There are no financial implications arising from this report.</p> <p>Contact officer: Sarah Didcote, sarah.didcote@cheltenham.gov.uk, 01242 26 4125</p>
Legal implications	<p>An ECG and/or SAG can offer a forum for co-ordinating and consulting with organisers and agencies. Depending however on the type of event, an organiser may have to make an application for a permission and/or licence and any decisions regarding the event will be made at in accordance with the Council's Constitution by officers, Cabinet (or Leader) or in terms of the regulatory side by the Licensing and/or Planning Committee. Neither the ECG nor SAG will have any decision making role.</p> <p>Contact officer: Sarah Farooqi, sarah.farooqi@tewkesbury.gov.uk, 01684 272693</p>

HR implications (including learning and organisational development)	<p>Formation of an ECG and SAG will involve employees' time and commitment. However, employee involvement in the groups is an extension of their roles within the organisation. Potential learning requirements due to participating in the groups from some group representatives, which could impact on L&OD resource.</p> <p>Contact officer: Donna Sheffield, donna.sheffield@cheltenham.gov.uk, 01242 774972</p>
Key risks	As identified at Appendix 1
Corporate and community plan Implications	Arts and culture are used as a means to strengthen communities, strengthen the economy and enhance and protect our environment
Environmental and climate change implications	None

1. Background

- 1.1 On the 5th of February 2013 Cabinet considered a report of the Overview and Scrutiny (O&S) Committee outlining the work of the Event Submissions Scrutiny Task Group (STG) set up by the now defunct Environment Overview and Scrutiny Committee.
- 1.2 Prior to the report being considered by Cabinet in February, a report was initially considered by the O&S in October last year, debated in full Council in the December and brought back to O&S in January this year.
- 1.3 In January, O&S resolved that the STG recommendations be endorsed and forwarded to Cabinet.
- 1.4 In February Cabinet noted the STG report and resolved that a further report from the Cabinet Member Housing and Safety be brought back to a future meeting of Cabinet outlining how the recommendations of the Scrutiny Task Group could be implemented.

2. Scrutiny Task Group Recommendations

- 2.1 The STG recommended that Cabinet:
 - a) Establish an Events Consultative Group (ECG) and adopt the Terms of Reference;
 - b) Adopt the guidance note and the event submission form;
 - c) Create an information page on the council's website to assist events organisers and the public;
 - d) Liaise with other agencies to establish a Safety Advisory Group (SAG) for Cheltenham as set out in the terms of reference;
 - e) Consider the inclusion of relevant Councillors as observers on the SAG;
 - f) Produce detailed procedures and guidelines to support the operation of this new process.

3. Establishment of an Events Consultative Group

- 3.1 At the conclusion of the STG, officers thought it prudent to start an ECG given the number of prospective events due to take place in the borough. The first ECG meeting was held on the 15th of January 2013 and since then more than 45 events forms have been submitted of which about one in four required an ECG to be convened. The remaining events did not hit the prescribed threshold and could be dealt with informally.
- 3.2 The ECG has been operating within the STG agreed terms of reference (**Appendix 2**) and process (**Appendix 3**) which has proven adequate and practical. There were some initial problems with regards to Member expectation and "political" decision making but these have now been addressed.

4. Page on the council's Website

- 4.1 An updated events page has been published on the council's website taking into account the new ECG procedures.

5. Establishment of a Safety Advisory Group

- 5.1 A SAG has been established and is chaired by the Head of Public Protection. The draft SAG terms of reference are attached at **Appendix 5**.

5.2 Discussion took place to explore the inclusion of elected Members on the SAG as observers but members of the SAG felt that Members already sat on the ECG so it was not of any use or necessary for them to also sit on the SAG since the SAG is mainly concerned with technical and safety issues.

6. ECG & SAG Protocol

6.1 There were some initial problems with regards to how the ECG interacts with the SAG. This was mainly due to the fact that Cheltenham Borough Council is the only authority in the county to have an established events group running alongside a safety group.

6.2 It became apparent that in order for the two groups to work properly and effectively, there was a need to establish a clear procedure outlining how the two groups would interact to promote the various objectives.

6.3 Following discussions a draft protocol has been drawn up for approval at **Appendix 4**.

7. Detailed Procedures and Guidelines

7.1 The ECG has been operating since January 2013 and officers are satisfied that the guidelines attached (see appendices) are sufficient and reflect the working practice.

8. Reasons for recommendations

8.1 To enable the council to deal with events in a more effective, transparent and efficient way.

Report author	Contact officer: Louis Krog, louis.krog@cheltenham.gov.uk, 01242 77 5200
Appendices	<ol style="list-style-type: none"> 1. Risk Assessment 2. ECG Terms of Reference 3. ECG Process Flowchart 4. SAG & ECG Communication Protocol 5. SAG Terms of Reference 6. ECG Guidance Notes 7. ECG Submission Form
Background information	<ol style="list-style-type: none"> 1. Report & Minutes of Overview and Scrutiny Committee, 10 October 2012 2. Report & Minutes of Council, 17 December 2012 3. Report & Minutes of Overview and Scrutiny Committee, 10 January 2013 4. Report & Minutes of Cabinet, 5th of February 2013

The risk				Original risk score (impact x likelihood)			Managing risk				
Risk ref.	Risk description	Risk Owner	Date raised	Impact 1-5	Likelihood 1-6	Score	Control	Action	Deadline	Responsible officer	Transferred to risk register
	Without the technical input from the Safety Advisory Group public safety and protection may be compromised.			4	3	12	Accept	Establishment of Safety Advisory Group			
	The Council will be less able to effectively deal with events in the borough and the effects that events could have on its residents and visitors without the ECG scrutiny.			2	3	6	Accept	Establishment of the Events Consultative Group			
<p>Explanatory notes</p> <p>Impact – an assessment of the impact if the risk occurs on a scale of 1-5 (1 being least impact and 5 being major or critical)</p> <p>Likelihood – how likely is it that the risk will occur on a scale of 1-6 (1 being almost impossible, 2 is very low, 3 is low, 4 significant, 5 high and 6 a very high probability)</p> <p>Control - Either: Reduce / Accept / Transfer to 3rd party / Close</p>											