

EVENTS CONSULTATIVE GROUP – TERMS OF REFERENCE

The Event Consultative Group (ECG) exists to act as a consultative forum for events in the borough, providing an opportunity for ward councillors to be made aware of potential events at an early stage and for the event organiser to have an initial meeting with the relevant council officers to answer questions about their event and seek advice and guidance from the council.

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 provide a recognised process for carrying out an initial review/assessment of a proposed event which has been identified as a Category B (i.e. not small).
- 2 To provide a mechanism by which ward councillors can be made aware of an event at an early stage to enable them to raise awareness in their wards and with relevant local interest groups.
- 3 To provide a forum for officers and ward councillors to meet with the event organiser, review the event submission form and ask relevant questions so that they have a full understanding of the event and its potential impact.
- 4 To enable the event organiser to meet with relevant officers at an early stage and seek advice and guidance with regard to how to submit any necessary applications.
- 5 To enable an initial discussion on the relevant health and safety issues which need to be addressed by the organiser in order to ensure that as far as possible risk to public safety is minimised for the event.
- 6 To consider whether an event is sufficiently large or significant that officers approach other relevant agencies with regard to setting up a Safety Advisory Group.
- 7 To form an overall view of an event and its potential impact and highlight any concerns or conditions which relevant officers may wish to take forward in their role as Appointed Representatives for statutory committees.
- 8 To carry out a post event review of the ECG consultation process if significant issues are identified during the course of the event or as a result of the event with a view to identifying lessons and good practice for the future.
- 9 To build up expertise and a history of past events to help inform future events and impact assessments.
- 10 To provide a forum which can be consulted by other authorities organising an event which may impact on the residents of Cheltenham.

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.