



WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE
SAFETY ADVISORY GROUP
(SAG)

TERMS OF REFERENCE

May 2012

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I Introduction and Purpose of the West Oxfordshire Safety Advisory Group (SAG)

- 1.1. The intention of the SAG in West Oxfordshire is to ensure that organisers of events in the district have considered the impact of the activity on the Licensing Act objectives and other relevant legislation. The Licensing Act objectives are:
 - The prevention of crime and disorder
 - The promotion of public safety
 - The prevention of public nuisance
 - The protection of children from harm
- 1.2. The nature and potential impact on the objectives will determine the manner in which the event is regulated and or advice is given by the SAG. This could range from general advice to appropriate conditions that are attached to the premise licence.
- 1.3. Each District in Oxfordshire operates a SAG, events that impact on a number of districts will be coordinated by one area and in the case of a licensed event the Licensing Authority that grants the licence for the event will coordinate the SAG for that event.
- 1.4. Events involving 2000 persons brought to our attention will automatically be reviewed by the SAG. Events of less than 2000 persons will be reviewed at by the SAG if there is an increased risk, by any Responsible Authority who is a member of the SAG.
- 1.5. SAG's for unlicensed events will be facilitated by West Oxfordshire District Council. Any guidance or advice for the event will be administered by the Responsible Authority who requested that the event be reviewed by the SAG. In the case of events over 2,000 persons West Oxfordshire District Council will issue guidance or advice for the event, following consultation with the Responsible Authority and promote best practice in safety and welfare planning.
- 1.6. The SAG will promote high standards of public health and safety

2. Membership

- 2.1. The SAG will be chaired by an officer from West Oxfordshire District Council who will have delegated authority to agree event conditions for licensed events.
- 2.2. The following Responsible Authorities and organisations will be members of the SAG and will usually only nominate one representative to attend the meetings:
 - Thames Valley Police
 - Oxfordshire County Council (Highways)
 - Oxfordshire County Council (Fire and Rescue Service)
 - Oxfordshire County Council (Trading Standards)
 - Oxfordshire County Council (Emergency Planning)
 - West Oxfordshire District Council (Community Services – Licensing)
 - West Oxfordshire District Council (Community Services - Environmental Protection)
 - West Oxfordshire District Council (Food Safety and Health and Safety)
 - West Oxfordshire District Council (Building Control and Planning)
 - West Oxfordshire District Council (Planning Services, Building Control)
 - South Central Ambulance NHS Trust
 - Thames Transit Ltd (Stage Coach)
- 2.3. From time to time other organisations that are deemed by one of the Responsible Authorities to have a responsibility for, or be able to provide information and or advice to the Licensing Authority or SAG may be asked to attend meetings.

- 2.4. Premises licence holders, Event Organisers, Contractors providing a service and or their representatives will on the request of the SAG attend meetings, or pre application meetings, and be able to provide information on request to organisations who are members of the SAG.

2.5. Roles of Members

Licensing

- To initiate formal contact with event organisers and send out relevant event guides/documents
- To circulate completed applications and debrief forms to the members of the SAG
- To organise the SAG meetings, usually on a monthly basis
- To liaise with event organisers to pass on any recommendations or advice provided by the SAG
- To provide advice to event organisers on all licensing matters under the Licensing Act 2003

Thames Valley Police

- To support and offer advice to event organisers to help them fulfil their responsibilities with the prevention of crime and disorder
- In liaison with the local authority provide advice on traffic management on the highway
- To provide advice on crime prevention and detection
- To provide advice and support in relation to any other identified policing issues.

Oxfordshire Fire and Rescue Service

- To provide advice on fire related matters in regards to operations, fire and community safety at events.

South Central Ambulance Service (SCAS)

- To provide advice on suggested medical provision
- To provide in where required relating to the Emergency Plan/Major Incident contingencies
- To ensure the event has minimal/no impact on SCAS normal operations
- To obtain information and an Event Management Plan including a medical plan from the designated providers.

WODC Environmental Protection

- To advise on all matters relating to water provision, noise control and fireworks

WODC Food Safety and Health and Safety

- To advise on all matters relating to health and safety, hygiene, sanitation and food safety

WODC Building Control and Planning

- To advise on all matters relating to building regulations.

Oxfordshire County Council Emergency Planning Officer

- To provide advice to event organisers in respect of plans to deal with any emergency situations which may arise during the event.

- To advise the SAG on any implications for the Councils Emergency Plan for dealing with major incidents.

Oxfordshire County Council Highways

- To advise on the impact of the event on the West Oxfordshire transport infrastructure and the provision of services to the event.

Oxfordshire County Council Trading Standards

- To advise on all matter relating to safety of goods or food and counterfeit goods

Thames Transit Ltd

- To advise on the impact of the event to the public transport system in West Oxfordshire

3. Meetings and Governance

- 3.1. Meetings will be convened by West Oxfordshire District Council and usually ten working days notice will normally be given. Dates for the meetings will be set in approximately a year in advance and there will be a minimum of 6 meetings per year.
- 3.2. Special or emergency meetings may be called by the Chairman if a request is made by any of the member organisations.
- 3.3. Member organisations should ensure that they are represented at the SAG meetings.
- 3.4. West Oxfordshire District Council will normally provide an agenda and papers for meetings including minutes which will detail all multi agency approval/disproval of events
- 3.5. A record of the meeting will be maintained by West Oxfordshire District Council and circulated to member organisations within ten working days of the meeting taking place.
- 3.6. Meetings attended by persons other than the members of the SAG may at the discretion of the Chairman be excluded from the meeting.
- 3.7. Members of the SAG must make any declarations of any personal and/or prejudicial interest relating to public events discussed. Notification should be made as soon as practicable to the Chairman of the SAG.
- 3.8. Meetings will not usually be open to the public although requests to attend the meetings as an observer, outlining the reasons in writing at least 10 working days prior to the meeting, can be made at the discretion of the Chairman.
- 3.9. All correspondence regarding the SAG should be sent to:

Head of Community Services
 West Oxfordshire District Council
 Council Offices
 Elmfield
 New Yatt Road
 WITNEY
 Oxfordshire
 OX28 1PB

Telephone: (01993) 861000
[email: community.services@westoxon.gov.uk](mailto:community.services@westoxon.gov.uk)

4. Review

These Terms of Reference will be kept under review and revisions will be made, at such times, as are considered appropriate.

Attachments

Appendix A – Access to events

Access to Events

Non uniform staff

All non uniform staff that need to attend an event will need to provide their details to the WODC licensing team who will then liaise with event organisers and distribute passes in advance. This includes staff who are conducting covert operations although they are free to purchase tickets, if authorised by their organisation, and claim these costs back from their own agency. On occasions officers may need to attend an event for training purposes or to familiarise themselves with the venue. Any requests of this nature must be made to the Chairman of the SAG who will consider it. They will also need to provide their details to the WODC licensing team who will then liaise with event organisers and distribute passes if they are approved by the SAG Chairman. All passes will need to be signed for.

Uniformed staff

Uniformed staff that need to attend an event may need a pass (although this will be clarified for each event and is often not the case) and will need to provide their details to the WODC licensing team who will then liaise with event organisers and distribute passes. All passes will need to be signed for.

Tickets for events

No member of the SAG, or any person from one of the member organisations, should request tickets for events. All members of the SAG, or any person from one of the member organisations, should also refuse the offer of tickets for events and return the tickets unused. All SAG members should inform the Chairman of the SAG if they are offered and or given tickets to an event.