



## Event Safety Advisory Group (ESAG) – Terms of Reference

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## **1. Introduction**

- 1.1 Cotswold District Council recognises that public events positively promote tourism, community development, social cohesion, civic and cultural identity and can enhance community life.
- 1.2 An independent Event Safety Advisory Group (ESAG) has been established to ensure that public events can take place safely and successfully and without causing a public nuisance.
- 1.3 The main role of the ESAG is to consider public safety at public events by meeting regularly to consider forthcoming events. In addition the ESAG can provide advice and guidance to event organisers and event planners on staging their events and to help them understand their individual responsibilities and those of the other agencies involved.
- 1.4 The intention of the ESAG is to ensure that organisers of licensed and non licensed events in the Cotswold district have considered the impact of the activity on the licensing objectives and other relevant legislation as follows:
  - The prevention of crime and disorder
  - The promotion of public safety
  - The prevention of public nuisance
  - The protection of children from harm
  - And any other relevant legislation
- 1.5 The type of public events that will be considered by the ESAG includes:
  - Open air concerts
  - Music festivals
  - Sporting events
  - Horse fairs
  - Dog and pet shows
  - Air shows
  - Agricultural shows
  - Steam rally's
- 1.6 Events that will attract significant public attendance and which may impact on public safety &/or the wellbeing of local residents
- 1.7 Events that will be considered will include licensed events licensed under the Licensing Act 2003 and also non licensed events.
- 1.8 Events involving 2000 persons that are brought to the attention of a core member of the ESAG will be reviewed by the SAG.
- 1.9 Events of less than 2000 persons will be reviewed by the ESAG if deemed necessary.

## **2. Terms of Reference**

- 2.1 To provide a forum within which the Cotswold District Council and other agencies may develop a co-ordinated approach to proposals for public events and to secure their safety.
- 2.2 To receive and discuss proposals for public events/alterations to existing public events.

- 2.3 To ensure as far as possible that risks to public safety are minimised for public events.
- 2.4 To ensure that each member of the group is aware of their individual role within the group and at the event.
- 2.5 To advise Cotswold District Council in the exercise of its powers under the Licensing Act 2003 and associated legislation.
- 2.6 To advise Cotswold District Council and other agencies in relation to public events that do not require licensing or certification.
- 2.7 To provide advice and guidance and to ensure that event organisers and event planners are aware of their responsibilities.
- 2.8 To receive any related reports in relation to matters found during inspections of events by group members.
- 2.9 To ensure that where an event management plan is requested that it is approved by the ESAG before the event commences.
- 2.10 To ensure, where necessary, that there are in existence agreed contingency plans available for dealing with major incidents arising from a public event.
- 2.11 To hold de-briefs when necessary and make recommendations for improving public safety arising from an event.
- 2.12 To consider advice published in all available and relevant guidance.

### **3 Membership of the Event Safety Advisory Group**

- 3.1 The following responsible authorities and organizations are the core members of the ESAG:
  - Gloucestershire Police
  - Gloucestershire County Council Highways
  - Gloucestershire Fire and Rescue
  - Gloucestershire County Council Trading Standards
  - Cotswold District Council – Public Protection Service – Licensing, Food & Safety & Environmental Protection) - Legal Services
  - Gloucestershire, Avon & Wiltshire Ambulance Service (GAWS)
- 3.2 The following are considered to be persons/bodies that may be invited to the ESAG meeting to make a presentation or offer advice to the group:
  - The Event Organiser – this may include the license holder or safety advisor
  - Cotswold District Council – Building Control, Parking Services, community safety
  - Gloucestershire County Council Emergency Management Services
  - Any other relevant Local Authority service representative
  - RSPCA Inspector
  - Representation from the Health Protection Agency
- 3.3 Other representatives will be invited/co-opted as appropriate for certain events

3.4 The ESAG will be chaired by an officer from Cotswold District Council. This would usually be the Head of Public Protection.

## 4 Meetings and Governance

4.1 Meetings will be convened by Cotswold District Council and usually a minimum of 10 working days shall be given.

4.2 Special or emergency meetings may be called by the Chair if a request is made by any of the member organizations.

4.3 Member organizations should ensure that they are represented at the ESAG meetings.

4.4 Cotswold District Council will normally provide an agenda and papers for meetings.

4.5 A record of the meeting will be maintained by Cotswold District Council and circulated to member organizations within ten working days of the meeting taking place.

4.6 Meetings attended by persons other than the members of the ESAG may, at the discretion of the Chair, be excluded from the meeting.

4.7 Meetings will not usually be open to the public.

4.8 The ESAG will meet at least twice per annum. However, the number of ESAG meetings in any year can be flexible and responsive to particular circumstances and will be event specific.

4.9 The Chair or nominee may convene an “Urgent Matters Group” at short notice to consider any specific issue that falls within the general remit of the group or to respond to incidents of concern or note.

4.10 The quorum of the group or any sub-group shall be a minimum of three key representatives (one of whom must be the chair or appointed nominee) from at least two of the “core” member organisations.

4.11 All correspondence relating to the ESAG should be sent to:

Interim Public Protection Manager  
Cotswold District Council  
Trinity Road  
Cirencester  
Gloucestershire  
GL7 1PX

Tel: 01285 623000

Email: [licensing@cotswold.gov.uk](mailto:licensing@cotswold.gov.uk)

## 5 Constitution

5.1 The Event Safety Advisory Group as such cannot take any decisions on behalf of the council.