

**WELWYN HATFIELD BOROUGH COUNCIL  
ENVIRONMENT OVERVIEW AND SCRUTINY COMMITTEE – 30<sup>TH</sup> JANUARY 2018  
REPORT OF THE EXECUTIVE DIRECTOR (PUBLIC PROTECTION, PLANNING AND  
GOVERNANCE)**

**SAFETY ADVISORY TEAM UPDATE**

**1 Executive Summary**

1.1 This report updates members on the work of the multi-agency safety advisory team which operates within the borough. It informs members of the aims and objectives of the team, work which has been undertaken and work which has been completed to review the current operating procedures.

1.2 This report asks members to consider and agree the revised operational procedures for the multi-agency Safety Advisory Team (SAT) which operates within the borough.

**1.3 Recommendation(s)**

1.4 For members to note the work to date and the content of the report

1.5 For committee to consider and agree that the Safety Advisory Team procedures in appendix A are referred to Full Council for approval.

**2 Explanation**

2.1 For some years a multi-agency safety advisory team has been operating within the borough and has operated within its agreed Standard Operating Procedures, which were last updated in October 2015

2.2 In light of changes to the membership, it is now appropriate for the procedures to be reviewed and as such members of the Safety Advisory Team were asked for any changes/amendments that they would like to see in the new procedures.

2.3 The revised Standard Operating Procedures are set out in appendix A.

2.4 In common with other similar groups throughout the country, the council chairs and provides administrative support to the SAT. These arrangements are also described in the operating procedure.

**Implications**

**3 Legal Implication(s)**

3.1 There is no requirement to operate a safety advisory team, but it is recommended good practice to do so. A safety advisory team is not an event planning team so there are legal implications if a safety advisory team strays beyond the parameters set by its aims and objectives.

- 3.2 There is no legal requirement to participate in a safety advisory team, however it is accepted good practice to do so.

#### **4 Financial Implication(s)**

- 4.1 The Council is unable to charge for or recover costs from the work undertaken as part of the Safety Advisory Team.
- 4.2 At present no partners levy a charge for SAT work and this is a key benefit of the partnership

#### **5 Risk Management Implications**

- 5.1 The risks related to this proposal relate to either not having a SAT or having one which is operated in such a way which creates unacceptable risks to the council.
- 5.2 It is now accepted practice that a safety advisory team (or equivalent) is in place within a borough to look into public events which are being run in the borough. Having a SAT minimises reputational risk from business that regulatory agencies are not working together and are demanding the same information from organisations. Additionally, experience shows that most large event organisers now expect to work with a SAT in the build up to their event.
- 5.3 However participation and running a SAT may also create reputation and legal risk. This will chiefly occur should the SAT extend its brief and start straying into the roles of event planning and management. These are not roles for the SAT and this risk can be minimised by an agreed operating procedure and the re-statement of the SAT terms of reference at each meeting.
- 5.4 Other risks arise from the SAT having access to commercial and other sensitive information – for example pre-contract information, ticket and marketing data and policing/security information and releasing it in an inappropriate way. SAT material is likely to be covered by exemptions in the Freedom of Information Act and the risk can be further minimised by individual organisations policies regarding information management.
- 5.5 A further risk occurs in that there is no requirement for an event organiser to notify their event to the SAT. This means that some events may take place without the benefit of the SAT being able to consider them. A similar risk arises where events are notified too late, meaning due consideration cannot be given.

#### **6 Security & Terrorism Implication(s)**

- 6.1 Terrorist attacks in the UK are a real and serious danger and recent attacks have shown that terrorists continue to target crowded places. These attacks are not just confined to events in major cities, they can occur anywhere in the UK.

#### **7.0 Procurement Implication(s)**

- 7.1 None arising from this report.

#### **8.0 Climate Change Implication(s)**

- 8.1 None arising from this report.

**9.0 Link to Corporate Priorities**

9.1 I confirm that the subject of this report is linked to the Council’s Corporate Priority Maintain a safe and healthy community, protect and enhance our environment and engage with our community. It is also linked to a statutory provisions/guidance under licensing, safety and emergency planning legislation.

**10.0 Equality and Diversity**

10.1 An EqIA was not completed because this report does not propose changes to existing service-related policies or the development of new service-related policies.

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