



Terms of Reference

Version	Updated by
1.0 - Purple Guide TORs	FM

- To promote clarity of roles and responsibilities relevant to the event(s) within the SAGs remit;
- To advise the local authority and/or event organiser in order to ensure high standards of health and safety;
- To promote the principles of sensible risk management in safety and welfare planning;
- To promote a consistent and co-ordinated, multi-agency, approach to event planning and management;
- To advise the local authority and/or event organiser with regard to forming appropriate contingency and emergency arrangements;
- To advise the local authority and/or event organiser in respect of relevant legislation and guidance;
- To encourage arrangements to be made to minimise disruption to local communities;
- To consider the implications of significant incidents and events relevant to their venue(s) and events;
- To consider the implications of significant incidents and events relevant to the surrounding areas and facilities;
- To receive reports relevant to debriefs, visits and/or inspections of the venue or event.
- To consider an event in the context of other events that may be happening at the same time and any potential cumulative or combined impact

In some cases, it will be relevant to consider specific terms of reference in addition to these generic examples. These may include:

- To advise the local authority with regards to its functions in relation to safety certification;
- To advise the local authority with regards to its powers under the licensing legislation.

When considering the **SAG** Terms of Reference:

- Be clear who is the lead for publishing guidance for local event organisers and for amending any application templates. Is it the **SAG** or a separate team within the Council?