

Template for Impact Assessment Level 1: Initial screening assessment

Subject of assessment:	Safety Advisory Group and Event Management Processes Review May 2014			
Coverage:	Department level – Neighbourhoods and Communities			
This is a decision relating to:	<input type="checkbox"/> Strategy	<input type="checkbox"/> Policy	<input type="checkbox"/> Service	<input type="checkbox"/> Function
	<input checked="" type="checkbox"/> Process/procedure	<input type="checkbox"/> Programme	<input type="checkbox"/> Project	<input type="checkbox"/> Review
	<input type="checkbox"/> Organisational change	<input type="checkbox"/> Other (please state)		
It is a:	New approach:	<input type="checkbox"/>	Revision of an existing approach:	<input checked="" type="checkbox"/>
It is driven by:	Legislation:	<input type="checkbox"/>	Local or corporate requirements:	<input checked="" type="checkbox"/>

<p>Description:</p>	<p>Key aims, objectives and activities</p> <p>The corporate Safety Advisory Group (SAG) and event management processes have been reviewed following the initial year of their implementation with the aim of identifying issues with the current processes and improving operation and efficiency.</p> <p>Objectives for the SAG and Events process are:</p> <ul style="list-style-type: none"> • That they ensure the safe management of events on Council land by the council and third-party organisers • That they provide robust independent scrutiny of events that pose a significant safety risk • That they are efficient and manageable within the capacity of events officers and SAG members <p>Existing processes were reviewed by a team of officers currently involved in the SAG and events processes and proposals for changes identified. The aim of the report is to improve consideration of safety within event planning</p> <p>Statutory drivers (set out exact reference)</p> <p>There are no statutory drivers for this review of processes. Implementation of a Safety Advisory Group is recommended best practice but not statutory.</p> <p>Differences from any previous approach</p> <p>The proposals are in effect a refinement of the existing approach. In summary the proposed changes to events processes are:</p> <ul style="list-style-type: none"> • Revised SAG triggers and implementation of officer review of events that hit a SAG trigger before being referred to SAG • Increased event application timescales to reduce pressure on SAG and event approval processes • Consolidation of events capacity in one team and temporary increase in capacity to allow for new processes to bed in (permanent team and capacity to be determined by change programme) • Implementation of a training programme for all officers involved in organising events across the council. <p>Key stakeholders and intended beneficiaries</p> <p>Officers involved in Events management, Members of SAG, External event organisers.</p> <p>Intended outcomes</p> <p>An effective and efficient events management and SAG process, that provides appropriate support and advice to internal and external event organisers. The delivery of safe events in Middlesbrough.</p>
<p>Live date:</p>	<p>Spring 2014</p>
<p>Lifespan:</p>	<p>Ongoing</p>
<p>Date of next review:</p>	<p>Review as needed – expected assessment of impact of proposed changes in December 2014.</p>

Screening questions	Response			Evidence
	No	Yes	Uncertain	
<p>Human Rights Could the decision impact negatively on individual Human Rights as enshrined in UK legislation?*</p>	☒	☐	☐	<p>No aspect of the processes proposed impacts negatively on individual Human rights. Processes are internal to the authority. The application process will operate in accordance with human rights. There are no concerns that human rights could be infringed by the proposals.</p> <p>Evidence to support this assessment includes feedback from officers, organisations and individuals involved in event planning to date and analysis of best practice elsewhere.</p>
<p>Equality Could the decision result in adverse differential impacts on groups or individuals with characteristics protected in UK equality law? Could the decision impact differently on other commonly disadvantaged groups?*</p>	☒	☐	☐	<p>No aspect of the processes proposed impacts adversely on different groups / individuals. Processes are internal to the authority. Provision is made within events processes for additional support to be provided to external organisations / individuals where required and planning processes are flexible to allow for reasonable adjustments to recommendations and ways of working where necessary to ensure due regard is given to the Council's equality duties. There are no concerns that individuals or groups could be adversely affected by proposals because they hold a protected characteristic.</p> <p>Evidence to support this assessment includes feedback from officers, organisations and individuals involved in event planning to date and analysis of best practice elsewhere.</p>

* Consult the Impact Assessment further guidance appendix for details on the issues covered by each of these broad questions prior to completion.

Screening questions	Response			Evidence
<p>Community cohesion</p> <p>Could the decision impact negatively on relationships between different groups, communities of interest or neighbourhoods within the town?*</p>	☒	☐	☐	<p>Proposed processes relate to corporate events procedures and processes, and does not relate to any specific communities / neighbourhoods. Provision is made within events processes for additional support to be provided to external organisations / individuals where required and planning processes are flexible to allow for reasonable adjustments to recommendations and ways of working where necessary to ensure due regard is given to the Council's equality duties including the need to have due regard to the impact decisions can have on community cohesion.</p> <p>Evidence to support this assessment includes feedback from officers, organisations and individuals involved in event planning to date and analysis of best practice elsewhere.</p>
<p>Middlesbrough 2020 – Our Vision</p> <p>Could the decision impact negatively on the achievement of the vision for Middlesbrough?*</p>	☒	☐	☐	<p>The proposed changes are designed to continue to enable successful events to be held in Middlesbrough and continue to make a contribution to the economic vitality and cultural offer of the town. There are no concerns that the proposal could have an adverse impact on the vision.</p>
<p>Organisational management / Change Programme</p> <p>Could the decision impact negatively on organisational management or the transformation of the Council's services as set out in its Change Programme?*</p>	☒	☐	☐	<p>The review makes recommendations having taken into consideration relevant change programme reviews (Culture and Marketing) and allows for the outcome of those reviews. In this respect the proposals are making a positive contribution to the change programme.</p>
<p>Next steps:</p> <ul style="list-style-type: none"> ➤ If the answer to all of the above screening questions is No then the process is completed. ➤ If the answer of any of the questions is Yes or Uncertain, then a Level 2 Full Impact Assessment must be completed. 				

Assessment completed by:	Anne Besford	Head of Service:	Sharon Thomas
Date:	07/05/2014	Date:	07/05/2014