



The Institute of Licensing

The IOL developed out of the Local Government Licensing Forum which was formed in 1996 by a number of Local Government Officers from various professional backgrounds, to enable officers to exchange information, to give mutual support, to provide training in licensing and to act as a collective, respected and powerful voice at government levels on areas of concern.

In 2003, recognising the continuing needs for a professional organisation to serve the interests of practitioners in local government and elsewhere (such as the police, private sector and the legal profession) the IOL was incorporated as a company limited by guarantee.



The National Outdoor Events Association (NOEA)

The NOEA is a trade association encompassing all those who are involved in the world of outdoor events. NOEA has been established for 25 years and our current membership is at over 390 individuals and organisations involved in outdoor events. Our members include event and show organisers, venues, local authorities, promoters, universities, entertainers and suppliers of equipment and services. All members abide by a professional code of practice

Conference Objectives

- To provide local authorities with the information required to provide safe events.
- To focus on the key areas for consideration in event management including risk assessment, disaster recovery, traffic management and staging.
- To look at the regulatory framework including the recent Gambling Act 2005 and the regulatory reform under the Fire Safety Order 2005.
- To examine the future impact of the introduction of BS8901 and the Sustainable Events Standard.
- To look at the role of key local authority personnel including event managers and licensing officers in the management of safe events.

PSS

Public Sector Strategies has been facilitating and producing conferences for the public sector since 1994, often in partnership with local government and central government agencies and departments. For a list of forthcoming events please visit www.PSSstrategies.co.uk

Further Information

For further information on this, or other Public Sector Strategy (PSS) conferences, please telephone PSS on **0118 933 2636** or email info@PSSstrategies.co.uk
For booking queries please contact Benedict Business Resources on 01483 203536.

Safe Events

3rd Annual Conference

MANAGING LOCAL AUTHORITY LIVE EVENTS SAFELY

Friday 23rd March 2007

Local Government House, Smith Square, Westminster SW1

This annual event provides a forum for all those involved in managing and staging local authority live events to hear from experts and colleagues on changes in legislation, regulation and practice that will affect the staging of events in 2007. The conference content will assist local authority event managers, licensing officers, emergency planning officers and trading standards officers to ensure live events are safe and planned within the current legislative framework and to meet good practice standards.

As well as providing a framework for event management in 2007, the conference will look in-depth at specific practicalities of event management such as risk assessment, traffic control, management of staging and recovery planning. It will also highlight recent and proposed changes in regulation and guidance with specific focus on the Sustainability Standard BS 8901, The Gambling Act 2005 and regulatory reform under the Fire Safety Order 2005.



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WHO SHOULD ATTEND

- Chief Recreation Officers
- Event Managers
- Leisure Services Managers
- Licensing Officers
- Health and Safety Officers
- Emergency Planning Officers
- Chief Legal Officers
- Trading Standards Officers
- Town Centre Managers

REGISTRATION

To register for a place at this conference please complete the enclosed booking form and fax, email or post it to the address shown on the form.

Further booking forms are available from the conference administration team on 01483 203536 or by emailing benedictbr@btinternet.com

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SPEAKERS INCLUDE

- Tony Ireland, Licensing Service Manager, Luton Borough Council and National Outdoor Events Association (NOEA) Vice President
- Anne Hayes, Head of Market Development – Sustainability, British Standards Institute
- Jeffrey Leib, Licensing Manager, Watford Borough Council and Vice-Chair, Institute of Licensing
- Tony Agar, Group Manager, Regulatory Fire Safety Group, London Fire Brigade
- Alan Law, AFL Associates
- Roger Barrett, Director, Star Events Group

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MORNING PROGRAMME

- 9.45 **Registration and Refreshments**
- 10.30 **Chair's welcome**
Jeffrey Leib, Licensing Manager, Watford Borough Council
and Vice-Chair, Institute of Licensing
- 10.35 **Local Authority Events – The Duty to Keep Events Safe**
Tony Ireland, Licensing Service Manager, Luton Borough Council and
National Outdoor Events Association (NOEA) Vice President
Tony Ireland will provide an overview of the key challenges that will face local authorities
staging live events in 2007. As a special events manager and representative of the National
Outdoor Events Association, Tony is uniquely placed to provide the overarching framework
for event management and highlight new regulatory duties and innovative practice.
- 10.45 **The Role of Licensing**
Jeffrey Leib, Licensing Manager, Watford Borough Council
and Vice-Chair, Institute of Licensing
This address will provide an in-depth look at the good practice that has grown up around
the Licensing Act 2003 in relation to safe events and will focus on the role of the local
authority licensing officer in preparing for events. The presentation will also address the
revised guidance and the proposed revisions for 2007.
- 11.15 **Refreshments**

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MORNING PROGRAMME

- 11.25 **Risk Assessment under the 2007 Regulatory Framework**
Alan Law, AFL Associates
This presentation will provide guidance on effective risk assessment for events, taking
account of the regulatory framework in 2007. It will provide an update for event managers
on recent duties and practices affecting the industry.
- 12.00 **Parallel Session 1**
An Update on the Practicalities of Event Management
*Delegates may select to attend one of the parallel sessions. The sessions
provide an opportunity to discuss issues with industry experts and colleagues
and a forum in which to share good practice.*
- A Crowd and Traffic Management**
Alan Law, AFL Associates
- B Management of Staging and Temporary Structures**
Roger Barrett, Director, Star Events Group
- 12.45 **Questions to the morning panel**
- 1.00 **Lunch**

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AFTERNOON PROGRAMME

- 1.45 **Sustainable Events and BS8901 – what exactly does this mean?**
Anne Hayes, Head of Market Development – Sustainability
British Standards Institute
This address will look at the reason for the introduction of the Standard, how it has developed, the key organisations and parties involved, BSI's objectives for its use and how it will be used in the event management industry.
- 2.15 **The Legal Framework to Event Management**
Speaker to be confirmed
This session will examine the legal and regulatory framework around event management. It will focus on key legislation and provide an insight into the legal liabilities of the authority.
- 2.45 **Questions**
- 2.50 **Parallel Session 2**
An Update on Legislative and Regulatory Changes
Delegates may select to attend one of the parallel sessions. The sessions provide an opportunity to discuss issues with industry experts and colleagues and a forum in which to share good practice.
- C The Gambling Act 2005**
To be confirmed
- D Regulatory reform (fire safety order 2005)**
Tony Agar, Group Manager, Regulatory Fire Safety Group,
London Fire Brigade

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- 3.35 **Dealing with Disaster Recovery**
Alan Law, AFL Associates
This address will look at how to deal with unforeseen incidents at events. Alan will talk through disaster recovery planning and a case study of good practice in this area.
- 4.00 **Questions & Panel Discussion**
- 4.10 **Chair's closing remarks**
- 4.15 **Conference end**